

## Beyond Time Management. Finding Opportunities to Increase Productivity – Self-Assessment

### Section 1: Opportunities to improve **PRIORITIZE** better

	Always					Never				
I put off routine paperwork	1	2	3	4	5					
I avoid detail work	1	2	3	4	5					
I accumulate reading material	1	2	3	4	5					
I socialize too much at work	1	2	3	4	5					
<b>Being Disciplined Subtotal =</b>										
	Always					Never				
I have trouble saying “No”	1	2	3	4	5					
I knowingly agree to be in more than one place at one time	1	2	3	4	5					
I accept new demands without negotiating prior commitments	1	2	3	4	5					
I end up working for my “helpers”	1	2	3	4	5					
<b>Negotiating Demands Subtotal =</b>										
	Always					Never				
I attempt too much at once	1	2	3	4	5					
I find it hard to make time for long-range planning	1	2	3	4	5					
I spend all day handling crises	1	2	3	4	5					
I notice that I’m not making as much personal contact as the job demands	1	2	3	4	5					
<b>Setting Priorities Subtotal =</b>										

### Section 2: Opportunities to improve **OPTIMIZE** better

	Always					Never				
I always want to do it myself	1	2	3	4	5					
I have a messy, stacked work area	1	2	3	4	5					
I lack adequate administrative support	1	2	3	4	5					
I fail to delegate responsibility to others	1	2	3	4	5					
<b>Using Resources Subtotal =</b>										
	Always					Never				
I work on my day off	1	2	3	4	5					
I feel as though I am neglecting my family and friends	1	2	3	4	5					
I skip meals, exercise or quiet time in order to work	1	2	3	4	5					
I find myself talking about work in social situations	1	2	3	4	5					
<b>Balancing Lifestyle Subtotal =</b>										

Adapted from *My Major Time Wasters*. Author unknown. Presented by Paulette Jones, NCURA Session, Washington State University 2011. [http://oros.or.wsu.edu/r6ncura/2011programmaterials/03\\_tuesday\\_1030\\_juggling\\_your\\_elephants.pdf](http://oros.or.wsu.edu/r6ncura/2011programmaterials/03_tuesday_1030_juggling_your_elephants.pdf) accessed 2/24/16.

For educational purposes only

## Beyond Time Management. Finding Opportunities to Increase Productivity – Self-Assessment

### Section 3: Opportunities to improve **ORGANIZE** better

	Always				Never
I operate without keeping a calendar	1	2	3	4	5
I set unrealistic time limits on projects	1	2	3	4	5
I avoid big jobs because they are too complex	1	2	3	4	5
I work without a daily list of tasks	1	2	3	4	5
<b>Planning Subtotal =</b>					
	Always				Never
I miss deadlines	1	2	3	4	5
I postpone decisions	1	2	3	4	5
I arrive late for meetings or appointments	1	2	3	4	5
I leave jobs undone	1	2	3	4	5
<b>Keeping Commitments Subtotal =</b>					

### Section 4: Opportunities to improve **MINIMIZE INTERRUPTIONS**

	Always				Never
I have too many interruptions	1	2	3	4	5
I seem to spend all day on the phone	1	2	3	4	5
I go to too many meetings	1	2	3	4	5
I read my junk mail	1	2	3	4	5
<b>Managing Interruptions Subtotal =</b>					

#### Interpreting Your Sub-Total Score(s)

15-20 → You have good mastery of this skill

10-15 → There is room for improvement

4-10 → This skill needs working on NOW n'at!

Adapted from *My Major Time Wasters*. Author unknown. Presented by Paulette Jones, NCURA Session, Washington State University 2011. [http://oros.or.wsu.edu/r6ncura/2011programmaterials/03\\_tuesday\\_1030\\_juggling\\_your\\_elephants.pdf](http://oros.or.wsu.edu/r6ncura/2011programmaterials/03_tuesday_1030_juggling_your_elephants.pdf) accessed 2/24/16.

For educational purposes only