



# An Assessment to Help You Achieve Your 2023 Goals

## *Are You a Time Maximizer or Time Waster?*

It's a new year! Time to take stock and think about how you plan to use the time. We all get the same number of hours in each day, week, month, etc. But will we use it effectively?

Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination as well as lack of self-control. Skills involved in managing your time include planning for the future, setting goals, prioritizing tasks, and monitoring where your time goes.

But developing time management skills doesn't happen all at once; it's a journey. And it starts with a person becoming more aware of how they are currently spending their time.

One of the greatest factors contributing to stress is the inability to manage time.

At the same time, good time management skills allow you to organize your life and be more productive, both at work and at home.

**This brief questionnaire lets you do a quick assessment of the time management successes you have or the trouble spots that you may be experiencing. As you take this assessment, please consider your daily routines at the present time.**

## Time Management Skills Assessment

Assign a point value to each statement below using the following scale:

5	Never
4	Rarely
3	Sometimes
2	Usually
1	Always

### ***Keeping Commitments:***

- \_\_\_\_\_ I miss deadlines.
- \_\_\_\_\_ I postpone decisions.
- \_\_\_\_\_ I leave tasks undone.
- \_\_\_\_\_ I'm aware of deadlines and schedule my work to meet them in time.
- \_\_\_\_\_ I accept new demands without negotiating prior commitments.

### ***Planning:***

- \_\_\_\_\_ I avoid big jobs because they are too complex.
- \_\_\_\_\_ I work without a daily list of tasks.
- \_\_\_\_\_ I don't need to write down specific objectives to work toward goals.
- \_\_\_\_\_ I avoid writing down appointments, deadlines, and things to do on a calendar.
- \_\_\_\_\_ I try to schedule the easiest and quickest tasks during my most productive times.

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***Setting Priorities:***

- I attempt too much at once.
- I spend all day handling crises.
- I accomplish tasks chronologically as they come up instead of in order of importance.
- I find it difficult to eliminate or reschedule low priority items.
- I find it difficult to keep up with changes that affect my schedule or workload.

***Being Disciplined:***

- I accumulate reading material.
- I avoid detail work.
- I socialize too much.
- I end up duplicating my effort.
- I handle multiple tasks altogether instead of one at a time.

***Using resources:***

- I always want to do it myself.
- I have trouble saying "NO."
- I knowingly agree to be in more than one place at a time.
- I forget to delegate responsibility to others to make more time for myself.
- I have a great deal of clutter on my desk and in my work area.

***Work Life Balance:***

- I feel as though I am neglecting my family and friends.
- I skip meals, exercise, or quiet time to get tasks done.
- I find myself talking about work in social situations.
- I find that I never have enough time for myself to do the things I enjoy doing.
- I feel out of control with my time while at work and at home.

**How Did You Do? A score between:**

**150 – 130** = Excellent manager of time.

**129 – 109** = Good manager of time.

**108 – 88** = Doing some things well, but there is room for improvement.

**87 – 66** = Particular skills really need to be worked on.

**65 – 45** = Poor manager of time.

**44 – 30** = Lots of work needs to be done to avoid stress and burnout.

**Reflect on Your Results:**

- **Which of the above time management areas do you do well in? CELEBRATE!!!!**
- Which of the above time management areas are a challenge for you?
- Here is a list of common time management shortfalls below. **Which of these time wasters do you struggle with the most? Is there one thing you could do that could help you in this area?**
  - Not prioritizing tasks
  - Not scheduling daily, weekly, or monthly activities
  - Not delegating responsibility
  - Not being able to say 'no'
  - Not writing down objectives in order to meet deadlines
  - Not using a calendar or notebook to organize commitments
  - Not shifting priorities to make room for more urgent matters or tasks
  - Not reducing clutter and/or unnecessary paperwork
  - Not being able to give up total control
  - Not being able to avoid procrastination

## Suggestions:

There are numerous time management tips, techniques, and tools you could use to help you manage your time more effectively. Here are just a few suggestions you may want to try using as you move to manage your time better:

- **Grab 15** – Identify a project you have been avoiding and spend just 15 minutes per day working on it. Think of it in mathematical terms: 15 minutes x 365 days = 91.25 hours per year. A person can accomplish a lot of tasks in that amount of time. One benefit to working on a task a little each day is that your subconscious becomes engaged and works creatively on the project even when you're not actively working on it.
- **Do What's Difficult First** – After identifying which things you're going to focus on each day, do what's most difficult first. Handling what's hard will make the load lighter and help you to avoid procrastination. And if you accomplish nothing else that day because of unforeseen interruptions or changes to priorities, at least then you've gotten the difficult thing out of the way.
- **Get Closure** – Lack of closure zaps a person's energy. Think of a computer that has numerous programs running in the background and as a result is sluggish when you ask it to do additional processing. It drains your battery! Bring closure to some of your many 'open files' and you will increase your energy and your ability to think more clearly.
- **No Temporary Parking Places** – Establish as many permanent 'resting' places for things so your energy isn't used up trying to recall where you put something important and needed.
- **SKIP Lists** – What are you likely to get to? Give yourself permission to be okay with those.