



## Identify Your Time Management Style

### Questionnaire

- 1) **When you are faced with a task that requires careful attention to detail, how are you likely to react?**
  - a. I hate highly detailed work. I avoid it as much as possible. I'll gloss over the details and try to get the "big picture" quickly.
  - b. I love highly detailed work. I could spend my life doing it. In fact, when I have such work to do, I'm likely to stretch it out because I enjoy it so much.
  - c. I fall between the two extremes. I can do highly detailed work, but I know when to wrap it up and get on to other things.
- 2) **Do you generally put in longer hours than other people who work at jobs similar to yours?**
  - a) Yes, just about all the time.
  - b) Yes, frequently.
  - c) Occasionally.
  - d) Rarely or never.
- 3) **Is it very important to you to feel popular with co-workers?**
  - a) Yes.
  - b) Somewhat.
  - c) Not really.
- 4) **Would you be more likely to agree or disagree with this statement: "If you want a job done well, you usually have to do it yourself."**
  - a) Agree.
  - b) Disagree.

- 5) **When you tell someone you will meet him at a specific time, do you usually arrive when you said you would?**
- a) Yes.
  - b) I'm occasionally late.
  - c) I'm often late.
  - d) I'm just about always late.
- 6) **When an important decision has to be made at work, you generally prefer to make it:**
- a) On your own.
  - b) In conjunction with others at a meeting or brainstorming session.
- 7) **Are you a pack rat? Do you have trouble throwing things out even when you know there's virtually no chance you'll ever need them again?**
- a) Yes.
  - b) Somewhat.
  - c) No.
- 8) **Do you have trouble saying no to people?**
- a) Yes.
  - b) Sometimes.
  - c) No.
- 9) **Do you worry a lot?**
- a) Yes.
  - b) Yes, but probably no more than most people.
  - c) Some, but not much.
  - d) No, hardly at all.
- 10) **Do you take up various interests, sports or hobbies only to abandon them before you've achieved any real competence in the area you've chosen?**
- a) Yes, frequently.
  - b) Not usually.
- 11) **Do you often make false starts at work, beginning projects and then not finishing them?**
- a) Yes.
  - b) No.
- 12) **Are you a perfectionist?**

- a) Yes.
  - b) No.
- 13) **If you have two tasks to do and one is easy while the other is difficult, which one will you try to do first?**
- a) The difficult one.
  - b) The easy one.
- 14) **When you have several things that need doing, do you have trouble setting priorities and deciding which are the most crucial?**
- a) Yes, a lot.
  - b) I have some trouble doing this.
  - c) I have little or no trouble setting priorities.
- 15) **Do you often try to do more than one thing at a time (like studying or reading reports while you watch TV)?**
- a) Yes.
  - b) Occasionally.
  - c) No.
- 16) **Do you usually get things done on time?**
- a) Yes.
  - b) No.
  - c) Sometimes yes, sometimes no.
- 17) **When faced with a task, do you usually set a deadline for yourself, even in instances where no official deadline has been imposed?**
- a) Yes.
  - b) Sometimes.
  - c) No, I usually assign it a lower priority and do it when I have time.
- 18) **Do you tend to leave things until the last minute?**
- a) Yes.
  - b) Sometimes.
  - c) No.

- 19) **Would you be more likely to agree or disagree with this statement: "I find I often underestimate the amount of time I need to get things done."**
- a) I agree.
  - b) I disagree.
- 20) **How's your attention span?**
- a) Very good. I can concentrate for long periods of time without getting distracted.
  - b) Pretty good. I can concentrate when I really have to, but if I'm not under heavy pressure, my concentration sometimes slips.
- 21) **Would you say that, deep down, you really know what you want out of life?**
- a) Yes.
  - b) No.
- 22) **Do you feel you never really have enough time to do all the things you need to do?**
- a) Yes.
  - b) Sometimes I feel like that.
  - c) Not usually.
- 23) **Do you often work on holidays and weekends, and postpone or cancel vacations because you have too much work to do?**
- a) Yes.
  - b) No.
- 24) **By the end of the day have you usually accomplished the things you set out to do when you began the day?**
- a) Yes.
  - b) Not always, but most of the time.
  - c) No.
  - d) I don't generally set an agenda for my day. I take things as they come.
- 25) **Is the area where you do your primary work messy and disorganized?**
- a) Yes.
  - b) Somewhat, but it's not badly disorganized.
  - c) No.

26) **Which of the following statements most closely reflects your decision-making style?**

- a) I often make impulsive, spur-of-the-moment decisions.
- b) I don't make a decision until I have every possible relevant and useful fact at hand.
- c) I'm between the two extremes.

## Scoring

For each of your answers, find the assigned point value below, and add all the values. The highest possible score is 130, the lowest is 26.

1. a=1, b=2, c=3	10. a=1, b=3, c=5	19. a=1, b=5
2. a=1, b=2, c=4, d=5	11. a=1, b=5	20. a=5, b=5, c=1, d=1
3. a=1, b=3, c=5	12. a=1, b=5	21. a=5, b=1
4. a=1, b=5	13. a=5, b=1	22. a=1, b=3, c=5
5. a=5, b=4, c=2, d=1	14. a=1, b=3, c=5	23. a=1, b=5
6. a=5, b=1	15. a=1, b=3, c=5	24. a=5, b=5, c=1, d=1
7. a=1, b=3, c=5	16. a=5, b=1, c=2	25. a=1, b=3, c=5
8. a=1, b=3, c=5	17. a=5, b=3, c=1	26. a=1, b=1, c=5
9. a=1, b=2, c=4, d=5	18. a=1, b=3, c=5	

### If you scored 96 to 130 points:

You are extremely thrifty with your time. You manage it well and don't get sidetracked easily into doing things you didn't plan to do. You are probably extremely good at setting priorities and you don't let minor things take up major portions of your time. You are not necessarily one of those people who seem to have something scheduled for every minute of every day. Such people, though they seem efficient, often are the biggest time wasters. They look busy because they manage time poorly and consequently are always on the verge of being swamped by the things they have to do. Actually, people who score high on this psychograph often look like time-wasters. This is because they organize their priorities so well that they have plenty of time left over to do as they like. The executive who spends large chunks of time on the golf course or the tennis court is often the most effective type of manager. He knows how to delegate work so he doesn't get bogged down in minor details that his subordinates should handle. Those in this high-scoring category may sometimes appear to be chronic daydreamers. But their daydreams are not wasted. Someone like Albert Einstein may have looked like he spent large amounts of time puttering around and daydreaming, but it would be hard to argue that he didn't use his time productively.

### 61 to 95 points:

You are about average when it comes to wasting time. When something is really important, you'll usually get it done on time and in good order, but in other areas of your life you tend to be lackadaisical about organizing your time. Things you would like to do get put off because you never seem to have time; non-critical work assignments keep slipping further and further down in the growing pile of paperwork on your desk; the dreams of accomplishment you once had seem to recede further and further from your reach. If you don't get organized, you'll find your life has sped by without your ever doing the things you most wanted. Look at any answers you chose that carried point values of 1 or 2. These are your weak areas; start working on them.

### 26 to 60 points:

You are a spendthrift when it comes to time. You very rarely get full value for the time that slips through your fingers at an alarming rate. However, since time-wasting is basically due to bad habits, you can do something about it.

## Tips for Time Management

- **TIP 1:** Set priorities and **manage your time** to meet deadlines,
- **TIP 2:** Set and achieve **goals**,
- **TIP 3:** Get over your **internal barriers** when putting your goals and plans in action,
- **TIP 4:** Effectively organize your **daily actions**
  - ✓ **"To Do" list**  
Write down things you have to do, then decide what to do at the moment, what to schedule for later, what to get someone else to do, and what to put off for a later time period
  - ✓ **Daily/weekly planner**  
Write down appointments, classes, and meetings on a chronological log book or chart.  
If you are more visual, sketch out your schedule  
First thing in the morning, check what's ahead for the day  
always go to sleep knowing you're prepared for tomorrow
  - ✓ **Long-term planner**  
Use a monthly chart so that you can plan ahead.  
Long term planners will also serve as a reminder to constructively plan time for yourself
- **TIP 5:** Make **smarter decisions** faster,
- **TIP 6:** Uncover **better options**,
- **TIP 7:** Work in a **team** or build one,
- **TIP 8:** Prevent **burnout**,

## Time Management Exercises to try at home

### Time Management Exercise #1 – Being conscious of how you spend your time

- Review how you spend your time
- Prioritize your goals and objectives
- Compare the two

#### Determine how you spend a "typical" 24-hour day:

Hours left in your day:

Daily Activities: Hours spent

Sleeping:	<input type="text"/>
Personal care/grooming:	<input type="text"/>
Meal preparation/eating/clean-up:	<input type="text"/>
Family commitments:	<input type="text"/>
Socializing/entertainment (with friends):	<input type="text"/>
Relaxing/TV/video games, etc. (alone):	<input type="text"/>
Exercise/sports:	<input type="text"/>
Transportation (school, work, etc):	<input type="text"/>
Work/internship:	<input type="text"/>
Classes:	<input type="text"/>
Studying:	<input type="text"/>
Other:	<input type="text"/>

These time management exercises will give you a productivity workout on your road to becoming a high performance time manager. Time management exercises are to life management what weight training sessions are to an athlete, or scale practices are to a musician. The more adept you become at applying individual time skills, the greater the harmony between your expectations and your real life experience. Practising these time management exercises will help you build your productivity and performance every day.

## **Time Management Exercise #2 - Become A Better Estimator**

Choose three tasks that you will be working on this week. Write down your estimate of how long each task will take to complete.

As you work, on these tasks, track the real time spent on each. At the end of the week, compare your estimates to actual.

If you were within 20% of your estimate, congratulations. If you were beyond or below the 20% mark, look for reasons why you might have over or underestimated the time required. Use your insights to adjust your estimates on next week's projects. Repeat weekly for one month to improve your ability to estimate required task times.

## **Time Management Exercise #3 - An Exercise In Focus**

Take 15 minutes at the beginning of the next week and note down your top priorities for the following seven days. List several items for each of life's most common arenas: work, family, community and personal life.

Post this list in a prominent spot where you will see it every day. Pause for a moment to read the full list each morning.

At the end of the week, review the list and calculate the number of tasks you were able to complete or move forward. See if you can maintain or improve that number each week.