

Time Management Skills Test

<http://www.dhs.state.or.us/spd/tools/crew/blitz/time/Time%20Management%20Skills%20Test.pdf>

One of the greatest factors contributing to stress is our inability to manage time. Conversely, good time management skills allow us to organize our lives and be more productive, both at work and at home. The following quiz will help identify trouble spots and guide you toward the goal of becoming successful time managers. A scoring key at the end will indicate how far you need to go.

Assign a numerical value to the following questions:

1 = Always

2 = Usually

3 = Sometimes

4 = Never

1. ___ I find that I have enough time for myself – to do the things I enjoy doing.
2. ___ I'm aware of deadlines and schedule my work to meet them in time.
3. ___ I write down specific objectives in order to work toward goals.
4. ___ I use a calendar to register appointments, deadlines, and things to do.
5. ___ I feel in control of time while at work and at home.
6. ___ I plan and schedule my time on a weekly and/or monthly basis.
7. ___ I make a daily to-do list and refer to it several times per day.
8. ___ I set priorities in order of importance and then schedule time around them.
9. ___ I'm able to find time when I need it in case something important comes up.

10. ___ I'm able to say no when I'm pressed for time.
11. ___ I try to delegate responsibility to others in order to make more time for myself.
12. ___ I organize my physical and virtual desk and work area to prevent clutter and confusion.
13. ___ I find it easy to eliminate or reschedule low priority items.
14. ___ I try to do things in a way that cuts down on duplicated effort.
15. ___ I find that doing everything myself is very inefficient.
16. ___ I try to shift priorities as soon as they change.
17. ___ I find it easy to identify sources of time problems.
18. ___ I find it easy to eliminate or reshuffle unnecessary paperwork.
19. ___ My meetings and activities are well organized and efficient.
20. ___ I know what I'm capable of and try not to overextend myself.
21. ___ I find it easy to keep up with changes that affect my schedule or workload.
22. ___ I try to schedule the most difficult work during my most productive times.
23. ___ I know what my responsibilities and duties are at all times.
24. ___ I try to get only the pertinent information before making a final decision.
25. ___ I finish one job or task before going on to the next.

Now you can count your total by adding the numbers you assigned to each sentence.

Scoring Key:

25-40 = Excellent Time Manager

41-55 = Good Time Manager

56-100 = Poor Time Manager

If you scored above 55, you have lots of work to do in order to become an effective time manager and avoid the stress that leads to productivity problems, stress, burnout, and disease. The most common areas to look for are:

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