

1. Indicate answers with "4" (always), "3" (usually), "2" (sometimes), and "1" (never).

1. Do you make five-year plans of long-term goals you plan to achieve?	
2. Are your business and home areas clean and orderly?	
2. Do you delegate appropriate responsibilities or chores?	
4. Do you feel that you are in control of your time?	
5. When you set goals, do you adjust them for unexpected events?	
6. Do you keep your supplies and tools where they are immediately accessible?	
7. Do you appropriately monitor delegated work?	
8. Can you relax and forget work-related stress when at home?	
9. Do you write a weekly list of specific goals you plan to achieve?	
10. Do you have an orderly file system where you can find things easily?	
11. Do you make important decisions quickly and without delay?	
12. Do you feel satisfied with your daily use of time?	
13. Do you write a daily list of activities that you plan to do?	
14. Do you have an activated tickler system?	
15. Do you start important projects on time instead of putting them off?	
16. Do others know the best time of day to contact you?	
17. Do you set priorities for the activities on your "to-do" list?	
18. Can you quickly find things you filed or put away last month?	
19. Do you finish all the items you plan on doing each day?	
20. Can you effectively end phone conversations with long-winded callers?	
21. Have you kept a record of your time use within the last six months?	
22. Are you on time to work, meetings and events?	
23. Do you handle each piece of paper (or email) you see no more than once?	
24. Do you effectively handle interruptions?	
25. Do you meet personal and work deadlines?	
26. Have you eliminated one personal time waster within the past month?	
27. Do you schedule "quiet time" daily, at work and at home?	
28. Do you feel you successfully balance time between your work and your personal life?	

2. Review your ratings above.

3. Which tools and techniques could you use more often to help you manage your time?

