

Date: _____

Name: _____

ReClaiming the Clock

Email: _____

SELF ASSESSMENT QUIZ

Please answer the following questions based on a typical day

(1=Never, 3=Some times, 5=Always):

1. I start my day by reviewing what I will accomplish in the day (high priority).	1	2	3	4	5
2. I focus on what is most important most of the time (and avoid distractions).	1	2	3	4	5
3. It is a goal to accomplish priority tasks first everyday.	1	2	3	4	5
4. I plan my activities and priorities for the next day before leaving work.	1	2	3	4	5
P R I O R I T I E S	Total Score				
5. I have goals for the month or week.	1	2	3	4	5
6. I routinely set goals for all major projects or committee work.	1	2	3	4	5
7. My goals are visible and I constantly review them (at least weekly).	1	2	3	4	5
8. I constantly use my weekly goals to keep me on track and effective.	1	2	3	4	5
G O A L S	Total Score				
9. I have a time management system that I use and keep updated.	1	2	3	4	5
10. My workspace is clear of clutter (paper, notes, files, reports, etc).	1	2	3	4	5
11. I manage the volume of email and other messages well.	1	2	3	4	5
12. I try to schedule activities to match my energy (e.g. challenges in the AM)	1	2	3	4	5
S Y S T E M S	Total Score				
13. When I work on a project I remove distractions and focus on the single task.	1	2	3	4	5
14. When I find myself wasting time, I get back on track.	1	2	3	4	5
15. I manage my energy well and take regular health breaks everyday.	1	2	3	4	5
16. When I leave work I leave it behind.	1	2	3	4	5
H A B I T S	Total Score				
17. I learn from others to improve my systems and habits.	1	2	3	4	5
18. I frequently review my habits and improve old habits that waste time.	1	2	3	4	5
19. In the last month I have made an improvement to my time management.	1	2	3	4	5
20. I make time for process reviews, education, relationships, and improving.	1	2	3	4	5
C O N S T A N T I M P R O V E M E N T	Total Score				