

Time Management Self-Assessment Quiz

Based on a typical day, rate yourself against the following statements by circling one of the numbers (1=never, 2=rarely, 3=sometimes, 4=often, 5=always).

PRIORITIES

I start my day by reviewing what I will accomplish that day (high priority).

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I avoid distractions and focus on what is most important, most of the time.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

My goal is to accomplish priority tasks first, every day.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I plan my activities and priorities for the next day before leaving work.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

GOALS

I have goals for the month or week.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I routinely set goals for all major projects or committee work.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

My goals are visible and I constantly review them (at least weekly).

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I constantly use my weekly goals to keep me on track and effective.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

SYSTEMS

I have a time-management system that I use and keep updated.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

My workspace is free of files, paper, sticky notes, etc.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I manage my email and other message volume well.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I try to match my work to my energy (e.g. hardest work in the morning).

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

HABITS

I am able to remove distractions and focus on the single task at hand.

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|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

When I find myself wasting time, I get back on track.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I manage my energy well and take regular health breaks every day.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

When I leave work, I leave it behind.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

CONSTANT IMPROVEMENT

I learn from others to improve my systems and habits.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I frequently review my habits and improve old habits that waste time.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

In the last month, I have made an improvement to my time management.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

I make time for education, relationships, and self-improvement.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

OVERALL SCORE (Total each column and then get the sum of those 5 totals.)

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To get a free copy of this quiz online, go to www.HughCulver.com/BreakBook.

As you review your scores for each of the five sections, here are some questions to consider:

HIGH SCORES (you rated yourself between 85 and 100): Look at the high scores you gave yourself. Why did you rate yourself high in those areas? What is the process or habit that supports that score? Often you can perform at a high level in some aspect of time management and not be aware that what you are doing is unique. Record at least one process or habit you are doing well that resulted in your high score.

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MID-RANGE SCORES (you rated yourself between 70 and 85): Look for areas where you excel and have good performance. How can you reinforce these and support them always happening? Look at areas that you rated a '1', '2', or '3'—what is the pattern that is keeping you from scoring higher? Record at least one habit you have that resulted in the low score.

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LOW SCORES (you rated yourself below 70): What are you doing that is inhibiting your performance? Think about your office set-up, your habits, your approach to creating and keeping goals. By becoming more aware of your patterns, you will be more able to create the change you need. List three of the most obvious areas in need of improvement (here are some examples):

- I know I procrastinate about the hardest goals.
- I don't start my day with a plan and by mid-morning I feel out of control.

- I have all the papers on my desk in neat piles, but they constantly distract me. I know I need to do something about it, but I don't want to forget anything.
- People drop by my desk all day. I don't want to be rude, but it makes it difficult to focus and get any work done.

I want to change/improve

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I want to change/improve

.....

I want to change/improve

.....

Keep these areas of development in mind. The more focused you are on what you want to change, the more likely you are to find the solution in this book.

Annual Time Used on the Big Three

| TYPICAL AMOUNT OF TIME USED | | | YOUR AMOUNT OF TIME USED | | |
|-----------------------------|---|---------------------|--------------------------|---|---------------------|
| The Big Three | Calculation | Work-weeks per year | The Big Three | Calculation | Work-weeks per year |
| Email | $(1.75 \text{ hrs.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | 11 | Email | $(\text{___ hrs.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | |
| Interruptions | $(1 \text{ hr.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | 6 | Interruptions | $(\text{___ hrs.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | |
| Meetings | $(1 \text{ hr.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | 6 | Meetings | $(\text{___ hrs.} \times 250 \text{ days}) / 40 \text{ hrs.}$ | |
| Total time | | 23 weeks | Total time | | |

Were you surprised by the total? Most people don't think in terms of week after week of time losses, and certainly not in terms of a full year. But if you are going to value your time more and be committed to making the small changes every day, this is exactly the perspective you need to take.

Now imagine being able to get back even five percent of that lost time. That alone, over the course of a year, could be as much as a whole work-week. In fact, here is a great formula to remember:

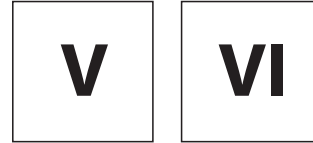
Ten minutes a day saved is equivalent to about one week per year of recovered time that you can redirect to more important work, to planning, to relationship-building, or to growing your business.⁴

Ten minutes per day = One week per year

4. This is a rough calculation that obviously depends on the hours you work in a year. $10 \text{ min/day} \times 250 \text{ days/year} = 2,500 \text{ minutes}$. $2,500 \text{ min}/60 = 41.6 \text{ hours}$, or about one forty-hour work-week.

Let's try it with the first example.

If the following image is a Roman numeral, how do you add a single line to make it a six?



Okay, you got that one right. Do a happy dance and now go to the next one . . .

And, if the following image is a Roman numeral, how do you add a single line to make it a seven?

Again, slide your paper down to reveal the answer.



(answer below)



And, if the following image is a Roman numeral, how do you add a single line to make it an eight?

Again, slide your paper down to reveal the answer.



(answer below)



Okay, you are on a roll! Now, in the following image, how do you add a single line to make it a six?

When you are ready, slide your paper down to reveal the answer.



(answer below)



Beliefs Worksheet

As you were reading the list of beliefs above, you might have recognized one you have that no longer serves you. (Example: “It’s impossible to plan for my day. I have to be able to respond to the chaos around here.”) Write that belief in the space provided below.

My old belief:

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.....

Now create a replacement belief that will serve you better. (Example: “When I start the day with a plan and stick to it, I enjoy more success and less stress.”) Write this new belief in the present tense, as if it were true today.

My new belief:

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.....

What evidence proves this new belief to be true? In other words, what proof do you have that this new belief will work for you? If your new belief is, “Once I put my plan on paper, I can let work go and not think about it until tomorrow,” what is the evidence to support it? (Example: “I enjoyed a relaxing evening with the kids and felt more rested when I returned to work.”)

Evidence to support my new belief:

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Finally, you need to post your new belief where you can see it often. Repeat this goal to yourself every morning and anchor it in your subconscious. Remember, this process is going to rewire years of programming—day after day, with each repeat, the magic starts to happen.

(New Belief + Evidence) × Repeat = New Success

Boulders and Pebbles Worksheet

What changes would I have to make, to enable me to work more on my Boulders, complete my Pebbles, and stay out of the Sandbox?

Some examples:

- 1) I could use five minutes at the end of every day to plan my next day, with a focus on Boulders first.
- 2) In the morning, I could allow myself only twenty minutes on email, before concentrating on my Boulders, then return to email later.
- 3) I could stop my habit of jumping from task to task, and instead work on one thing until I come to a logical completion point.
- 4) I could close my door and let other people know that I prefer to deal with interruptions only after 10:30 am.

One change I could make as I plan my day is:

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One change I could make at the start of my day is:

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One activity I would have to stop doing is:

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One change I could make in how I respond to interruptions is:

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Smart Goals Worksheet

This is a good chance for you to practice writing SMART goals. You might be surprised to discover that it's not easy, but give it a try. First, write an objective that you would like to set. Don't worry about the format—just capture the idea here:

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Next, rewrite this objective as a SMART goal, paying particular attention to making it specific and having a measurable outcome.

Goal #1:
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Finally, who can support you in reaching this goal? I find that sharing my goals with someone I know, who will hold me accountable, greatly increases my success.

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Following this same process, write two more goals as SMART goals.

Goal #2:
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Support person is:

Goal #3:
.....

Support person is:

Action Plan Worksheet

Changing the way you organize your work requires a new system, a commitment to follow that system, and the habit of using it daily. Now is the time to make some commitments to your new system.

On the worksheet below, fill in some commitments that you are prepared to make to ensure that your new system will be successful. Here are some examples:

- ✓ I will create new Categories in Outlook Tasks for Boulders, Action Plans, Personal, etc. (remember to change your View setting to ‘View > Arrange by > Category’).
- ✓ I will block ten minutes on Fridays to create my Action Plan for the following week.
- ✓ I will block ten minutes every afternoon to create my Day Plan for the next day.
- ✓ I will keep my Action Plan and Day Plan visible.
- ✓ After an interruption, I will first review my Action Plan for the week.

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Interruptions Worksheet

Changing how you respond to interruptions can have an incredible impact on your productivity and sense of accomplishment in the day. What system changes do you need to make so that you can follow your plans more effectively? How are you going to measure results (for example, by recording the time saved in one day)?

One change I need to make when dealing with unwanted interruptions is:

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For one week I am going to practice:

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I am going to measure my results by:

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Meetings Worksheet

Putting meetings on a diet is a system improvement. A little attention and effort in this direction will be good for you and for your team in the long term. You can make individual changes (be on time, be better prepared, etc.) or group changes. This worksheet will help make your meetings leaner and help you arrive at better results.

Changes I can make immediately to the way I attend meetings are:

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Changes that we can make, as a team, to enhance our meetings are:

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In the next week, I commit to:

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Email Worksheet

To reduce my time on email and to have more control over how my email is processed, I will:

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The one-time changes I will make (set up folders, turn off the notification for new emails, etc.) are:

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The new habits I will adopt (stop checking email throughout the day, use shortcut keys, etc.) are:

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Clutter Worksheet

Cleaning up the clutter in your workspace can help you lower your stress level, become more productive, and feel better about your work.

For dealing with paper that comes into my workspace, I am committing to the following one-time system changes (set up an Action Filing System, etc.):

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To keep the clutter to a minimum, I am committing to the following new habits (the five-minute purge, etc.):

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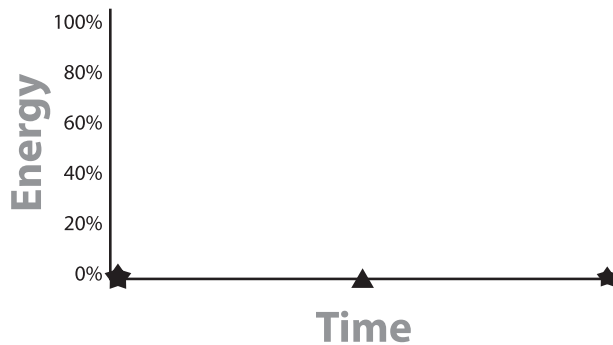
“Simplicity is the key to brilliance.”

–BRUCE LEE, actor and cultural icon

- When are you the most energetic, focused, optimistic, and resilient?
- When does your energy wane, and you start searching for a sugar snack?

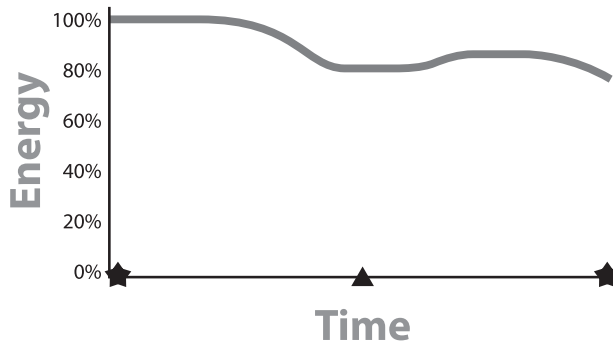
On the first chart, draw a curve, from left to right, to represent your typical energy flow in a day. Again, the higher the line, the more energy you normally have at that time of day, and the lower the line, the lower your energy level.

Draw that line now . . .



On the second chart, I am showing an average energy curve, with two high-energy periods in the day, based on a study of over 2,200 Canadian workers (conducted by Accutemps).

Don't fret if your chart doesn't match; this is just an example. What is important is to distinguish between the 'highs' and 'lows'



Habits Worksheet

New habits that stick include a commitment to practice them for at least thirty days. This means thinking about the new habit every day, consciously practicing it, and doing your best to stick with it.

I am committing to the following habit:

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I am committing to the following habit:

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I am committing to the following habit:

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Here is how I am going to support myself in keeping this new habit: (e.g. I will put a note in my Day-Timer or on my home page, I will review my progress every afternoon as I plan the next day, I will reward myself by . . .)

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**Recommendations: Post copies of this page in your day planner, on your bathroom mirror, your car dashboard, or your refrigerator—any place where you will see it frequently and be reminded of your commitments.*