

Time Management Self-Assessment Worksheet

Answer the following questions based on your behavior on a typical day.

(1=never, 2=rarely, 3=sometimes, 4=often, 5=always)

I start my day by reviewing what I will accomplish in the 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
It is a goal 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
PRIORITIES	Total Score:				
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
GOALS	Total Score:				
I have a time-management system that I use and keep updated.	1	2	3	4	5
My workspace is free of files, paper, Post-It Notes®, etc..	1	2	3	4	5
I manage my email and other message volume well.	1	2	3	4	5
I try to schedule activities to match my energy (e.g. challenges in the a.m.)	1	2	3	4	5
SYSTEMS	Total Score:				
I am able to remove distractions and focus on the single task at hand.	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
HABITS	Total Score:				
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 process reviews, education, relationships, and self-improvement.	1	2	3	4	5
CONSTANT IMPROVEMENT	Total Score:				