

TIME MANAGEMENT QUIZ

Read the 10 statements below and select the number from the scale that most closely matches your response to each statement. Write the number in the space provided to the left of the each question. When all statements have been completed total the 10 numbers.

0 1 2 3 4 5
Never Very Infrequently Sometimes Frequently Mostly Always

1. _____ I think I'm indispensable. I find myself taking on various jobs because I think I'm the only one who can do them.
2. _____ I don't have time to do all the important things because I'm too busy with other things that always pop up during the day.
3. _____ I tend to attempt to do too much. I say "Yes" to most requests as I feel I can do them all or I don't want to upset people by saying "No".
4. _____ I am under pressure. I am always behind and have no way of catching up . I feel as though I am always rushing.
5. _____ I work long hours: ten, eleven, twelve, sometimes up to fourteen hours a day, five or six days a week.
6. _____ I feel guilty about leaving work on time.
7. _____ I don't have enough time for rest, social activities or personal relationships.
8. _____ I constantly miss deadlines that have been set.
9. _____ I take worries and problems home.
10. _____ I find it hard to make decisions and keep putting things off.

Your total score: _____