DIAGNOSING YOUR TIME MANAGEMENT PROBLEMS- Handout -1

Instructions: Please tick yes or no against the statement that applies to you. Check on the number of Yes answers against each section(A,B,C,D,E,F ,G,H) to understand the areas you need to focus on.

|  |  |  |
| --- | --- | --- |
| A. Prioritization and scheduling | Yes | No |
| 1. I am not sure what tasks I have to do each day; I don’t make a proper to-do list. |  |  |
| 1. When I have finished one job, I go on to the next without checking on my priorities. |  |  |
| 1. I don’t work out which tasks have the biggest gain for me. |  |  |
| 1. I have difficulty in setting priorities. |  |  |
| 1. I have difficulty in keeping to priorities or a schedule I have set. |  |  |
| 1. I do trivial tasks at my high-energy time of day. |  |  |
| 1. I don’t stop to think when my best time of day is for working. |  |  |
| 1. Once I get started, I cannot stop a task, even if it is taking too much time and there are other pressing things to do. |  |  |
| B. Persistence, procrastination and focus. |  |  |
| 1. I move from task to task, starting things but not always finishing them |  |  |
| 1. I feel intimidated by large important tasks, and don’t break them down into smaller ones. |  |  |
| 1. I put things off until the last minute and then I have to work in a rush and panic. |  |  |
| 1. I am interrupted from my work, for example by the phone, talking to others, distraction, new incoming e-mails. |  |  |
| 1. When I am on the telephone, on the net, or answering e-mails, I generally lose track of time. |  |  |
| 1. I don’t have special protected time in the day when I can get on with my priorities. |  |  |
| C. Role clarity |  |  |
| 1. I am not sure what my key objectives are. |  |  |
| 1. I am unclear of my role definition and lines of responsibility. |  |  |
| 1. I am not sure how long certain tasks take so find it hard to allocate appropriate time to them. |  |  |
| 1. I try and do things myself, and do not consider whether it would be better to delegate them, or ask for more help and support. |  |  |
| D. Work environment and organization |  |  |
| 1. Many times, when I need something, I need to search for it. |  |  |
| 1. I don’t know what to do with paper – I have it around me on my desk and in my drawers. |  |  |
| 1. I don’t have a place where I can work uninterrupted. |  |  |
| 1. My work environment is noisy and distracting, dealing with this is an issue. |  |  |
| 1. If I find myself with free time in the day, for example when commuting, waiting for an appointment, I don’t have things with me to do. |  |  |
| E. Reading |  |  |
| 1. I take a long time to read anything and find it hard to remember what I have read. |  |  |
| 1. I am not sure how to go about work-related reading. |  |  |
| F. Assertiveness |  |  |
| 1. I find it hard to say ‘no’ to other people. |  |  |
| 1. I feel guilty if I am getting on with my agenda and not helping others |  |  |
| 1. I spend considerable amount of my time doing things for other people. |  |  |
| G. Anxiety, stress and emotion |  |  |
| 1. I suffer from work related stress and anxiety. |  |  |
| 1. I don’t feel confident and so I worry that I am not doing well or going about my work the right way. |  |  |
| 1. I don’t enjoy my work. |  |  |
| 1. I get bored at work and this slows me down as I get distracted. |  |  |
| 1. I find it hard to concentrate. |  |  |
| H. Life balance |  |  |
| 1. I don’t have time for exercise, health, leisure, family. |  |  |
| 1. I get tired and exhausted at work. |  |  |