

Predisposition/Temperament

Predisposition\Temperament looks at your basic character predisposition and temperament and internal levels of "drive". It asks the question: "How much do you feel the pressure of time - how hard do you drive yourself?"

1. I don't get annoyed or irritated when things don't go well.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

2. I seem to have plenty of time for myself.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

3. I can recognize when I'm tired and need to stop.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

4. I don't bottle up my feelings or frustrations.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

5. I am good at delegating and sharing my workload when necessary.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

6. I don't mind waiting in line when I have to.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

7. I believe most people are not selfish or inconsiderate.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

8. I find humor and fun in many things.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

9. I like to take time to listen to people carefully.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

10. Winning is important to me.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

11. I do not push myself beyond my limits when I feel fatigued.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

12. I can leave my work "at the office."

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Preparation

Preparation examines how well you prepare yourself for important tasks or personal priorities facing you on a daily or weekly basis. It asks the question: "To what extent is planning ahead an integral part of your time?"

13. I remove my name from distribution lists for reports or other circulars that I do not read.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

14. I close my door or find a quiet place when I want to think or plan.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

15. I maintain a good filing system for my correspondence, e-mail, etc.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

16. I won't start a task or project until I know that I can complete it properly.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

17. I spend enough time thinking and reflecting.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

18. I decide early in the day how many phone calls I can deal with personally.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

19. I make a list of things to do each day.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

20. I like to program in some "quiet time" to think about the day, week, or months ahead.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

21. I systematically plan and schedule future tasks or priorities.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

22. I schedule relaxation breaks or fun activities into the week ahead.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

23. Once I've made up a to-do list, I like to prioritize tasks and re-schedule my time accordingly.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

24. I am generally on time and prepared for meetings.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Organizational Ability

Organizational Ability looks at how well you maintain a healthy equilibrium in your life. It asks the question: "How effectively do you control your time in order to achieve a good balance?"

25. The feeling that I've taken on too much work comes to me only infrequently.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

26. I am good at catching up when I arrive late for meetings or other events.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

27. I like to briefly read my correspondence and prioritize it.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

28. I try to clear my desk of all paperwork before leaving for the day.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

29. I tend to start and finish my scheduled activities or events on time.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

30. I try to do something with every piece of paper that crosses my desk.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

31. I limit my work time to a certain number of hours each day, and no more.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

32. People who know me would describe me as an organized person.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

33. I can generally find all the things that I am looking for.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

34. I like to set aside some time every day to re-schedule or re-prioritize.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

35. I pace myself so that I will meet targets or deadlines.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

36. I believe that individuals should know their own limitations and those of others.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Stress Management

Stress Management looks at your ability to keep calm and stay focused when the pressure is on or a crisis occurs. It asks the question: "When the people around you are all losing their heads, can you keep yours?"

37. I don't get flustered or annoyed when people arrive late for meetings.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

38. Good time management means working more effectively--not necessarily getting everything done.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

39. If I am given a tough task, I tend to work on it a little at a time.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

40. I avoid working late into the evening or on weekends.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

41. If I have to wait for a late bus, plane, or appointment, I calmly re-prioritize.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

42. I often do my best work under pressure.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

43. I can usually handle a work crisis without letting it eat into my personal time.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

44. I find that I can easily focus on two or more critical things at the same time.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

45. I find it easy to concentrate on the key issues in hurried conversations.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

46. I take things one step at a time, even when the pressure is on.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

47. Multiple demands on my time are just challenges to be managed.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

48. People turn to me in a storm because I think clearly and remain calm.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Delegation

Delegation looks at how well you assess what you are capable of achieving and then seek ways to obtain assistance from others when necessary. It asks the question: "How effectively do you spread out your tasks or workload in order to stay personally in control or on top of things?"

49. I find that the only way to get everything done is to delegate as much as is sensible.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

50. I try to delegate tasks that I know I will be slow getting to.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

51. I don't have to do all the items on my to-do list myself.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

52. When I'm asked to assist someone on a project, I usually try to help.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

53. I am happy to take on delegated tasks that I have the skills and time to do.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

54. I am willing to delegate to people who don't work for me directly.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

55. I quickly assess when a target or deadline will be missed.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

56. I enjoy coaching other people when the opportunity arises.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

57. I give clear and easy-to-understand instructions when delegating a task.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

58. If someone helps me, I usually try to reciprocate.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

59. Some people are more skilled than I am at certain tasks and will do a better job.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

60. I need to be given new and different challenges in order to grow and learn.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Managing Interruptions

Managing Interruptions looks at how well you stay on track when unexpected events or people interfere with your plans. It asks the question: "How flexible are you in your work, should unexpected events or interruptions occur?"

61. I open my mail when I can concentrate on it properly.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

62. I don't need to look at my watch or a clock to ensure that I allocate time correctly according to priorities.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

63. I like to reserve a certain amount of time for "drop-in" visitors.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

64. I feel that I accomplish most of my priorities, even when I am interrupted a lot.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

65. I switch my calls to voice mail or turn off my cell phone when I don't want to be interrupted.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

66. I am comfortable asking informal visitors to come back later if I'm busy.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

67. I am not easily distracted by lots of activity or noise around me.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

68. I always expect the unexpected, and am not fazed by it.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

69. I maintain good humor when there are a lot of unexpected demands on my time.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

70. Interruptions are often a welcome break from over-concentration.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

71. People who know me would generally describe me as a pretty flexible person.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

72. I operate on an "open door" basis as much as possible.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

Results-Orientation

Results-Orientation looks at how well you maintain your focus on the results or goals that are most important. It asks the question: "How well do you distinguish between what is important and what is merely urgent?"

73. I can typically get things done or achieve results in a timely manner.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

74. The meetings I arrange generally achieve their purpose.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

75. I am good at skimming any newspaper or magazine article for ideas.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

76. I easily recognize the priority of important tasks, even when the task is not urgent.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

77. I have personal goals to which I devote time each month.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

78. An urgent matter doesn't command my full attention unless it is also important.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

79. It is critical that I focus on the possible or likely outcomes of my efforts.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

80. I am effective in dealing with trivial matters quickly.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

81. Periods of inactivity are fine as long as I am still moving toward my goals.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

82. I'd rather be more effective than more efficient.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

83. I identify the root causes of time that's been wasted and find ways to eliminate them.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always

84. Looking busy is not the same as being effective or achieving results.

☐ Almost Never ☐ Occasionally ☐ Frequently ☐ Very Frequently ☐ Almost Always