**1.** I am happy with the balance of priorities between my work and personal lives.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**2.** I use project mapping techniques to help organize all project work.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**3.** I consider how doing my share of the team's work affects the team.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**4.** When in crises, I identify and analyze both their causes and their symptoms.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**5.** Advance meeting agendas are distributed to all meetings' participants.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**6.** I use time logs and other methods to analyze and eliminate timewasters.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**7.** I have written work objectives that are clear, achievable and measurable.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**8.** I schedule the time to open and complete paperwork and E-mail on time.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**9.** I know the priority value for each of my individual work activities.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**10.** Delegation of responsibility, authority and accountability is planned well.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**11.** I am disappointed with the amount and quality of time I devote to my family.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**12.** I try to arrange mutually convenient times for phone calls and visits.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**13.** I sort my paperwork and E-mail into categories for further processing.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**14.** Expected meeting attendees arrive late or are absent without giving notice.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**15.** I use importance and urgency, not importance vs. urgency, to rank priorities.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**16.** Work interferes with my time for spiritual, religious and moral development.

○ Always - Routinely ○ Frequently ○ Occasionally ○ Rarely - Never

**17.** I analyze how my time is allocated to my priorities.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**18.** I try to gain agreement on my projects' priorities among those interested.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**19.** I screen the purpose of phone calls and drop-in visits.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**20.** I struggle when organizing work on complex and/or long-term objectives.

○ Always - Routinely ○ Frequently ○ Occasionally ○ Rarely - Never

**21.** Delegated work is matched to subordinates' knowledge, skills and interests.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**22.** Preventable team crises are minimized by cooperative team planning.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**23.** I determine early if crises have uncontrollable causes or controllable causes.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**24.** I estimate time requirements for my work activities and check their accuracy.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**25.** I assign an "A", "B", or "C" importance code to each of my projects.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**26.** I use well planned and effectively implemented resolutions to crises.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**27.** All meeting attendees have the knowledge and abilities to be contributors.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**28.** I assess how doing my team paperwork and E-mail affects team performance.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**29.** I use leading indicators (such as progress on goals and projects, customer buying trends, changing technologies, etc.)to signal when my priorities need to be up-dated.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**30.** I analyze interruptions -- who interrupts, when, about what, and how long.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**31.** Those interested agree on the priorities of my work objectives.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**32.** I sequence related work activities to ensure their orderly, timely completion.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**33.** I file paperwork and E-documents in folders and easily can find what is filed.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**34.** I eat right, exercise and have routine physical exams.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**35.** Before calling or visiting someone, I plan and sequence my discussion topics.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**36.** A directive, not participative, approach is used to delegate and clarify tasks.

○ Always - Routinely ○ Frequently ○ Occasionally ○ Rarely - Never

**37.** I follow up on implemented solutions to crises until they are fully resolved.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**38.** I am up-to-date in reading for my daily work, profession and industry.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**39.** I socialize with callers and visitors, rather than focusing on topics related to work.

○ Always - Routinely ○ Frequently ○ Occasionally ○ Rarely - Never

**40.** I monitor changing conditions at work that require re-writing my objectives.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**41.** I analyze paperwork and E-mail to process them more effectively and efficiently.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**42.** I consider how my interrupting team members affects their performance.

○ Never - Rarely ○ Occasionally ○ Frequently ○ Routinely - Always

**43.** I anticipate work responsibilities to change and alter my activities accordingly.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**44.** Bosses meddle in work they have delegated to their subordinates.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**45.** Before even starting projects, I have scheduled all of their required activities.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**46.** Attendee participation at our meetings is out of balance and uncontrolled.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**47.** I let my priorities become urgent with deadlines that frustrate me.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**48.** I set aside time for both short-term and long-term personal financial planning.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**49.** I complete work activities at the last minute or after their due dates.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**50.** I procrastinate difficult and unpleasant tasks until they become crises.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**51.** I have performance reviews of the progress on my work objectives.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**52.** I consider how my procrastinating affects the performance of team members.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**53.** I use word processing or dictation software, rather than longhand.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**54.** I procrastinate priorities, if difficult, long-term or unpleasant.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**55.** Meeting participants' assignments and follow-up responsibilities are clarified.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**56.** I analyze the value of my work time on a dollar and cent per-minute basis.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**57.** I spend the time needed for personal and professional development.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always

**58.** Team projects are unorganized because of little team member participation.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**59.** I wait for the person who has called or dropped-in to end the call or visit.

○ Always - Routinely  ○ Frequently  ○ Occasionally  ○ Rarely - Never

**60.** There is timely follow-up on delegated assignments to detect problems.

○ Never - Rarely  ○ Occasionally  ○ Frequently  ○ Routinely - Always