

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.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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2. I seem to have plenty of time for myself.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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3. I can recognize when I'm tired and need to stop.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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4. I don't bottle up my feelings or frustrations.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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5. I am good at delegating and sharing my workload when necessary.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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6. I don't mind waiting in line when I have to.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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7. I believe most people are not selfish or inconsiderate.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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8. I find humor and fun in many things.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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9. I like to take time to listen to people carefully.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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10. Winning is important to me.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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11. I do not push myself beyond my limits when I feel fatigued.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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12. I can leave my work "at the office."

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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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.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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14. I close my door or find a quiet place when I want to think or plan.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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15. I maintain a good filing system for my correspondence, e-mail, etc.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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16. I won't start a task or project until I know that I can complete it properly.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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17. I spend enough time thinking and reflecting.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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18. I decide early in the day how many phone calls I can deal with personally.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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19. I make a list of things to do each day.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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20. I like to program in some "quiet time" to think about the day, week, or months ahead.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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21. I systematically plan and schedule future tasks or priorities.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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22. I schedule relaxation breaks or fun activities into the week ahead.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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23. Once I've made up a to-do list, I like to prioritize tasks and re-schedule my time accordingly.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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24. I am generally on time and prepared for meetings.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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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.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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26. I am good at catching up when I arrive late for meetings or other events.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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27. I like to briefly read my correspondence and prioritize it.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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28. I try to clear my desk of all paperwork before leaving for the day.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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29. I tend to start and finish my scheduled activities or events on time.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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30. I try to do something with every piece of paper that crosses my desk.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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31. I limit my work time to a certain number of hours each day, and no more.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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32. People who know me would describe me as an organized person.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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33. I can generally find all the things that I am looking for.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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34. I like to set aside some time every day to re-schedule or re-prioritize.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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35. I pace myself so that I will meet targets or deadlines.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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36. I believe that individuals should know their own limitations and those of others.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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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.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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38. Good time management means working more effectively--not necessarily getting everything done.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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39. If I am given a tough task, I tend to work on it a little at a time.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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40. I avoid working late into the evening or on weekends.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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41. If I have to wait for a late bus, plane, or appointment, I calmly re-prioritize.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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42. I often do my best work under pressure.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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43. I can usually handle a work crisis without letting it eat into my personal time.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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44. I find that I can easily focus on two or more critical things at the same time.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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45. I find it easy to concentrate on the key issues in hurried conversations.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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46. I take things one step at a time, even when the pressure is on.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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47. Multiple demands on my time are just challenges to be managed.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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48. People turn to me in a storm because I think clearly and remain calm.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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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.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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62. I don't need to look at my watch or a clock to ensure that I allocate time correctly according to priorities.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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63. I like to reserve a certain amount of time for "drop-in" visitors.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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64. I feel that I accomplish most of my priorities, even when I am interrupted a lot.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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65. I switch my calls to voice mail or turn off my cell phone when I don't want to be interrupted.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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66. I am comfortable asking informal visitors to come back later if I'm busy.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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67. I am not easily distracted by lots of activity or noise around me.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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68. I always expect the unexpected, and am not fazed by it.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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69. I maintain good humor when there are a lot of unexpected demands on my time.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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70. Interruptions are often a welcome break from over-concentration.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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71. People who know me would generally describe me as a pretty flexible person.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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72. I operate on an "open door" basis as much as possible.

<input type="radio"/>	Almost Never	<input type="radio"/>	Occasionally	<input type="radio"/>	Frequently	<input type="radio"/>	Very Frequently	<input type="radio"/>	Almost Always
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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