

# How Well Do You Plan?

**Directions:** For each question, circle the number that **best** describes you.

	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you put daily plans on paper?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you allow flexibility in your plans?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you accomplish all you plan for a given day?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you plan time for what matters most to you?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often is your daily plan destroyed by urgent interruptions?	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

**Score yourself.** Add the numbers that correspond to your answers.

**See reverse side for scoring and interpretation.**

# Interpretation

## **6-10: Poor Planner**

You should consider using new tools and processes to help you plan effectively. Meet with an advisor in the Academic Skills Center.

## **11-15: Below average planner**

You may already have a planning system, but using it more effectively will help get more done each day.

## **16-20: Average planner**

Your planning system is working, but you can enhance it. Get help focusing on priorities or writing your daily plan.

## **21-25: Above-average planner**

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most.

## **26-30: Excellent planner**

You have mastered planning. But make sure you're in control of your planning rather than letting it control you.