

TIME MANAGEMENT

PART 1

VIRTUAL HANDBOOK



Virtual Academy

Time Management Analysis

Directions:

Reflect on the following statements which all relate to different categories of time management. The results will help you clarify the potential strengths and issues for you.

For each statement below, honestly rate yourself to indicate whether you **generally agree** or **generally disagree** with it. Type an **X** in the relevant box.

	Agree	Disagree
1. I often find myself carrying over unfinished tasks that I had planned to do from today to tomorrow		
2. I schedule uninterrupted time to 'meet with myself' every week to review my workload		
3. I prepare a daily or weekly list of the things that I'm going to do – then stick to it		
4. I haven't any papers/notes/files on my desk that have been sat there for ages		
5. I receive a lot of unwanted or unplanned telephone calls/visitors during the working day		
6. I prefer to deal with simple, quick tasks before starting on a larger more important task		
7. I know the difference between when I'm being efficient and when I'm being effective		
8. I use a structured approach for prioritising the order of the tasks to be done		
9. I regularly need to have a purge on sorting out my paperwork		
10. I often feel that the meetings I attend are unnecessary or could achieve far more		
11. I sometimes have difficulty in actually getting started on a large or complicated task		
12. I don't easily allow people to either waste or over monopolise my time		
13. I can readily distinguish between my urgent and important tasks		
14. My desk or work area is rather cluttered and can resemble a 'bomb site' by the end of the day		
15. I regularly get interrupted by other people and can find it difficult to concentrate on my work		
16. I sometimes delay in dealing with certain tasks or people		
17. I can find myself saying 'yes' to requests from others , when really, I want to say 'no'		
18. I am the one who is usually rushing around under pressure to meet an important deadline		
19. I generally handle paperwork only once before I action it		
20. I typically stop what I'm doing and deal with emails/post as soon as they arrive in my inbox		
21. I sometimes need an approaching deadline to prompt me to get started on a difficult or large task		
22. I'm in the habit of working over my contracted hours to get my work done		
23. Some tasks can take longer than I thought and I may end up taking on too much at once		
24. My filing system isn't that great and could probably be improved		
25. My working day often starts with chit chat and then slowly eases in to the day ahead		

Time Management Analysis



Analysing Your Results

There are no necessarily right or wrong answers! Sometimes agreement indicates current effectiveness, sometimes the reverse!

The list below shows how the questions within the analysis may be grouped within the **5P's of Time Management:**

► Procrastination

Question	1	6	11	16	21
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These questions reveal your ability to avoid unnecessary delay in starting and completing important work, and how you act in various situations. We may prefer to do the quick, most pleasurable or even urgent things first, but so often these are not the most important.

► Personal

Question	2	7	12	17	22
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Most aspects of managing our time well are down to common sense, but unfortunately **they're not always common practice!** These questions begin to reveal the value you place on your time - and your ability to apply discipline to what you do.

► Planning and Prioritising

Question	3	8	13	18	23
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These questions relate to the way you structure your working day towards achieving your desired results; what you do, what you **don't**, **how you monitor what is happening** and your efforts to control your tasks and time spent on them.

► Paperwork

Question	4	9	14	19	24
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Much of your work is likely to involve some level of detail and information flow, generally paper-based. These questions **examine how well you organise your workspace** and 'move' your paperwork rather than let it pile up.

► Preventers - Time Stealers

Question	5	10	15	20	25
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Many time stealers occur during the working day which upset our plans and can seriously lower our performance. The profile reveals how well you handle such situations.

Interpret how you have answers the questions in each category (note that some of the questions are positive and some negative.)

My Strongest Category is:

My Weakest Category is: