**Ten Signs That You Are Experiencing Time-Stress and That Your Management Skills May Need Some Help**

Maybe you don’t experience time-related stress. Let’s find out. Take a look at the following list and check off those items that seem to describe you.

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| Check Off | List that describes you |
|  | I feel that I don’t have enough time for myself, my family, my friends. |
|  | I feel that I waste too much time. |
|  | I find myself constantly rushing |
|  | I find that I do not have the time to do the things that I really enjoy. |
|  | I find that I frequently miss deadlines or am late for appointments |
|  | I spend almost no time planning my day. |
|  | I almost never work with some kind prioritized “To-Do” list. |
|  | I have difficulty saying no to others when they make demands on my time. |
|  | I rarely delegate tasks and responsibilities. |
|  | I find that I procrastinate too often. |