

BENCHMARK

Your Q2 Score

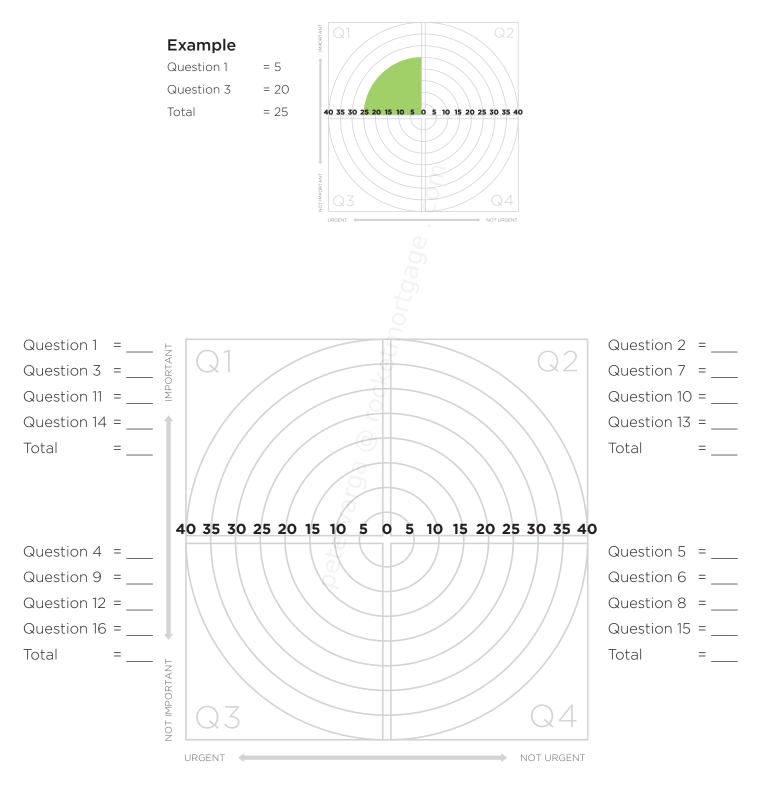
This tool provides a quick estimate of the relative amount of time and energy you spend in each of the quadrants of the Time Matrix™. Mark your response for each of the 16 questions.

Strongly Strongly disagree agree Questions 2 3 6 10 1. I spend much of my time on important activities that demand my immediate attention, such as crises, pressing problems, and deadlinedriven projects. 2. I look forward and act on issues now, so they don't become crises in the future. 3. I constantly feel "under the gun" to get important things done. 4. I rush around all day yet spend very little time on my organization's most important priorities. 5. I spend too much of my time on busywork, junk mail, excessive television watching, Internet trivia, or games. 6. I spend my weekend in "recovery" from the workweek, with little time in meaningful activities. 7. I take time to plan out specific projects or tasks before I begin working on them. 8. I often find that I have wasted several hours in front of the television or 'surfing' the Internet. 9. I feel I am constantly addressing issues that are important to others, but not to me. 10. I regularly invest time in relationship building and self-renewal. 11. I feel I am always "putting out fires" and working in a crisis mode. 12. I spend much of my time on activities that demand my immediate attention but have little relevance to my top priorities (e.g., needless interruptions, unimportant meetings, noncritical phone calls and e-mail). 13. I regularly make time for focused work on important priorities. 14. I am often required to come in at the last minute and help with key projects. 15. I feel I waste a lot of time. 16. Other people's demands keep me from moving forward on critical goals and objectives.

Scoring

Instructions

- 1. For each quadrant, add your responses for the questions indicated.
- 2. Fill in the area in each quadrant up to the number that corresponds to the total.



Your Productivity Behaviors Score

- 1. For each guestion, mark your response on the corresponding scale.
- 2. For each choice, sum your responses for the two questions belonging to the choice.
- 3. For your Productivity Behaviors Score on the next page, total the sums for each of the 5 Choices.

CHOICE 1: ACT ON THE IMPORTANT, DON'T REACT TO THE URGENT



- 1. In a formal conversation with my boss, I have clearly defined the activities that will have the greatest impact on results.
- 2. In a formal conversation with my co-workers or team, I have clearly defined the activities that will have the greatest impact on results.



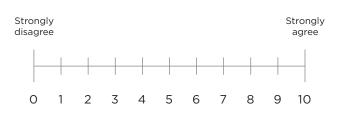


CHOICE 2: GO FOR EXTRAORDINARY, DON'T SETTLE FOR ORDINARY



SUM

- 1. I have written down my vision of what success looks like in my work, and I have written a specific set of goals to help me fulfill my vision.
- 2. I have written down my vision of what success looks like in my personal life, and I have written a specific set of goals to help me fulfill my vision.





Your Productivity Behaviors Score (continued)

CHOICE 3: SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL



1. I take at least 30 minutes each week to plan my priorities for the coming week.



2. I take at least 10 minutes each day to plan my priorities for the coming day.

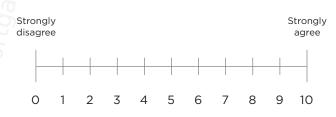


CHOICE 4: RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU



SUM

1. I have a highly effective system for managing my tasks, appointments, contacts, and notes.



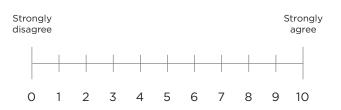
2. My email is organized so that I can quickly identify and act on the things that are most important.



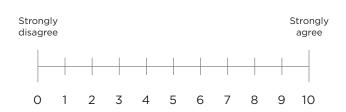
CHOICE 5: FUEL YOUR FIRE, DON'T BURN OUT



1. I generally have plenty of energy to accomplish my priorities throughout the day.



2. I have a consistent pattern of activities that renew my physical and mental energy throughout the day.



Franklin Covey

Productivity Behaviors Score (Total of Choice sums)

