

# How Wisely Do You Manage Your Time?

	OFTEN	SOMETIMES	RARELY
Do you write daily to-do lists?	_____	_____	_____
Do you prioritize your to-do lists according to which items have the highest payoff for you?	_____	_____	_____
Do you finish all the items on your to-do list?	_____	_____	_____
Do you update in writing your professional and personal goals?	_____	_____	_____
Is your desk clean and organized?	_____	_____	_____
Do you put everything in its place?	_____	_____	_____
Do you effectively deal with interruptions?	_____	_____	_____
Can you easily find items in your files?	_____	_____	_____
Are you assertive?	_____	_____	_____
Do you allow yourself quiet time during which you can work undisturbed every day?	_____	_____	_____
Do you deal effectively with long-winded callers?	_____	_____	_____
Do you focus on preventing problems before they arise rather than solving them after they happen?	_____	_____	_____
Do you make the best use of your time?	_____	_____	_____
Do you meet deadlines with time to spare?	_____	_____	_____
Are you on time to work, to meetings, and to events?	_____	_____	_____
Do you delegate well?	_____	_____	_____
Do subordinates cooperate enthusiastically on projects you assign them?	_____	_____	_____
When you are interrupted, can you return to your work without losing momentum?	_____	_____	_____
Do you do something every day that moves you closer to your long-range goals?	_____	_____	_____
Can you relax during your free time without worrying about work?	_____	_____	_____
Do people know the best time to reach you?	_____	_____	_____
Do you do your most important work during your peak energy hours?	_____	_____	_____
Can others carry on most of your responsibilities if you are absent from work?	_____	_____	_____
Do you begin and finish projects on time?	_____	_____	_____
Do you handle each piece of paperwork only once?	_____	_____	_____