

TIME MANAGEMENT QUIZ NAME _____ DATE _____

Time Management Tips

This quiz is designed to help you evaluate your time management skills. Rate yourself on the following continuum for each statement. Write in to the left of each statement your response, the number 1 to 5.

NEVER

SOMETIMES

ALWAYS

1

2

3

4

5

1. **Write it down.** This includes everything from long-term goals to what you promised to do by Tuesday. By devising a simple system for reminding yourself of things. Once you write something down, you don't have to worry about remembering it.
2. **Keep lists.** This is simpler and faster than a complete plan. Lists can include everything from the issues you want to cover in a meeting, the jobs you want to complete in a day, and the errands you want to run in the afternoon, to the clothes you want to take on vacation. A written list helps keep you focused.
3. **Organize your physical space.** This includes your desk, your files, your kitchen, and even your bathroom. In her book *The Organized Executive*, Stephanie Winston suggested a very effective way of determining the placement of papers and files, and it works for everything from office supplies to kitchen utensils. Essentially, everything that is used almost daily should be easily accessible.
4. **When in doubt, throw it out.** Most people save much more than they will ever use. Whether it is a stack of memos from the last five years or a stack of recipes that you want to try, be realistic about the value of each item for you.
5. **Control your own time.** Your time is one area in which you have a right to be somewhat selfish. If you decide to waste time, fine, but don't allow others to waste your time without your consent.
6. **Make big projects manageable.** Most people are overwhelmed by some of their activities and responsibilities, and the natural response is to procrastinate.
7. **Keep your life balanced.** Too much of anything is bad for you. Socrates used to say, "Moderation in all things." The secret to success, low stress, and high productivity is keeping your life balanced.
8. **Be willing to say NO.** Sometimes, no matter how hard we try, we cannot do everything we want to do or feel we should do. At those times, it is better simply to refuse than to make unrealistic promises to others or inflict unrealistic demands on ourselves.
9. **Set realistic goals.** Joel Weldon, a motivational speaker, says that the danger of setting *unrealistic* goals is that you achieve them just often enough to make you believe they are realistic. Goals should be challenging but achievable without a Herculean effort. Goals that are unrealistically demanding can be demotivating rather than positive.
10. **Little things add up to big things.** Discovering ways of saving five minutes here and there can lead to saving hours. If you are 5 percent more productive at work than your colleagues, you have gained almost three weeks a year.