# Time Management Questionnaire

Take this questionnaire to analyze how you currently use your time. You can take this questionnaire again, in the future, to see if you are still on course towards managing your time efficiently.

Base your answers on how often you have experienced one of the following statements during **the last three months**. Please answer based on what really happened in your life, rather than on what you agree on. So, the answer should reflect what your experience was, rather than what it should be.

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| --- | --- | --- | --- | --- | --- |
| Answer the questions below based on how often you have experienced certain feelings or thoughts during the last three months. | Never | Seldom | Sometimes | Fairly Often | Very Often |
| I don’t have time to exercise |  |  |  |  |  |
| I don’t spend enough time with my family |  |  |  |  |  |
| I felt stressed and anxious about deadlines |  |  |  |  |  |
| I do not have enough time to socialize with friends |  |  |  |  |  |
| I feel overwhelmed and unable to cope with all the things I have to do |  |  |  |  |  |
| I feel in control and on top of things |  |  |  |  |  |
| I do not have time to go on vacations |  |  |  |  |  |
| I make a daily to do list |  |  |  |  |  |
| I make monthly and weekly plans |  |  |  |  |  |
| I complete tasks at the last minute |  |  |  |  |  |
| Distractions stop me working on important tasks |  |  |  |  |  |
| I divide large projects into smaller, separate stages |  |  |  |  |  |
| I give priority to those activities that will help me accomplish my goals |  |  |  |  |  |
| I get at least one major thing done each day |  |  |  |  |  |
| I focus on one task at a time |  |  |  |  |  |
| I aim for quality work but not perfection |  |  |  |  |  |
| I create due dates for tasks that do not have set deadlines |  |  |  |  |  |
| I use effective techniques for saying ‘no’ to tasks that are not important |  |  |  |  |  |
| I feel that emails take over my day |  |  |  |  |  |
| I work late or at night to meet deadlines |  |  |  |  |  |
| I set aside time for planning and scheduling |  |  |  |  |  |
| I plan time to relax in my weekly schedule |  |  |  |  |  |
| I spend more time than I want, trying to find things |  |  |  |  |  |
| I have an effective filing system – electronically and/or physically (I can always immediately find what I am looking for) |  |  |  |  |  |
| I tackle difficult or unpleasant tasks without procrastinating |  |  |  |  |  |
| I have a system to prioritize my to do tasks |  |  |  |  |  |
| I prioritize tasks based on importance rather than urgency |  |  |  |  |  |
| I keep my working space uncluttered |  |  |  |  |  |
| I have a system in place to automate, as much as possible, tasks that can be automated |  |  |  |  |  |
| I delegate effectively |  |  |  |  |  |
| When I leave work, I leave it behind |  |  |  |  |  |
| I leave space in my schedule to deal with the unexpected |  |  |  |  |  |
| I do the most important tasks during my most productive time during the day |  |  |  |  |  |
| I make constructive use of my commuting time |  |  |  |  |  |
| I avoid becoming involved in other people’s work – doing things that they could or should be doing themselves |  |  |  |  |  |
| I know if the tasks I work on are of low, medium or high value  |  |  |  |  |  |
| I avoid spending too much time on low-value tasks |  |  |  |  |  |
| I have clearly written lifetime and one to three years goals |  |  |  |  |  |
| I do not attend unnecessary meetings |  |  |  |  |  |
| I avoid unnecessary interruptions at work |  |  |  |  |  |
| I take short breaks after 30 or 60 minutes of intense work |  |  |  |  |  |