

Assessing Your Time Management Ability

Find out how well you manage your time by responding to the following statements and mark the options that are closest to your experience. Be as honest as you can.

If your answer is 'never', mark option 1; if your answer is 'always', mark option 4; and so on.

Add your scores together and refer to the **Analysis** to see how you scored. Use your answers to identify the areas that need most improvement.

Statements		Never	Occasionally	Frequently	Always
		1	2	3	4
1	I arrive on time and prepared for meetings				
2	I ensure that a clock is visible in the room where meetings are held				
3	The meetings I organise achieve their purpose				
4	The meetings I organise finish on time				
5	I open my mail as soon as it arrives on my desk				
6	I 'skim-read' any relevant newspaper and magazine articles				
7	I cross my name off the circulation list from magazines and journals I do not read				
8	I read my faxes and emails on the day on which I receive them				
9	I am able to complete tasks without interruptions from colleagues				
10	I decide how many times I can be interrupted in a day				
11	I reserve certain hours for visits from colleagues				
12	I close my office door when I want o thing strategically				
13	I tell telephone callers that I will return their calls, and do so				
14	I limit the duration of my telephone calls				
15	I allow a colleague or secretary to screen my telephone calls				
16	how many telephone calls I can deal with personally in a day				
17	I 'skim-read' internal memos and emails as soon as I receive them				
18	I read internal memos and emails thoroughly later				
19	I keep the contents of my in-tray to a manageable size				
20	I clear my desk of all paperwork				
21	I delegate tasks to my colleagues that I could do myself				
22	I follow up on the work I have delegated				
23	I encourage my staff to limit their reports to one side of paper				
24	I consider who needs to know the information I am circulating				
25	I achieve the right balance between thinking-time and action-time				
26	I make a list of things to do each day				
27	I keep work to a certain number of hours every day – and no more				
28	I make an effort to keep in touch personally with my staff				
29	I concentrate on the positive attributes of each of my colleagues				
30	I make sure I know about the latest information technology				
31	I store email messages in order to read them later on screen				
32	I perform housekeeping checks on my computer files				
SCORE					

Analysis:

32-64: Learn to use your time efficiently. And reduce the time you spend working in unproductive and labour-intensive ways.

65-95: You have reasonable time-management skills, but they could improve.

96-108: You use your time very efficiently; keep looking at new ways to further streamline your work practices.

Adapted from: Heller and Hendle (1998). *Essential Managers Manual*. DK: London (pp 92-5)