

Understand Your Time - Questionnaire

Complete the following questionnaire by responding as spontaneously and honestly as you can. Either respond **YES** - if the statement is true of you or **NO** if the statement is untrue of you.

Please circle a response to **every** statement.

EXAMPLE

3 I cope effectively with crisis. YES NO

- 1** I always get right on with things without hanging around. YES NO
- 2** Bureaucracy is a barrier to productivity. YES NO
- 3** I cope effectively with crises. YES NO
- 4** I usually make appointments when I want to see people. YES NO
- 5** I often set aside specific times to do things. YES NO
- 6** I use and stick to a specific time management system. YES NO
- 7** Moulds are made to be broken. YES NO
- 8** I think well on my feet and act accordingly. YES NO
- 9** Formal time management systems are all right for some but not for me! YES NO
- 10** I fit things into routines whenever possible. YES NO
- 11** I always use a task or a 'things to-do' list. YES NO
- 12** My diary is always right up to date. YES NO
- 13** I always prepare thoroughly for meetings. YES NO
- 14** I react effectively to changing priorities. YES NO
- 15** I take action first and talk about it later. YES NO
- 16** I can usually rely on my memory. YES NO
- 17** Brainstorming meetings are the most productive. YES NO
- 18** It makes sense to read all business correspondence thoroughly. YES NO
- 19** I keep a detailed record of all meetings and discussions. YES NO
- 20** I spend 80% of my time on the most important 20% of my tasks. YES NO

- 21** A minute spent planning will often save ten in execution. YES NO
- 22** Every situation requires handling differently. YES NO
- 23** I would rather do than plan. YES NO
- 24** I can usually locate things in my files quickly. YES NO
- 25** I always have pen, paper, task list, personal organiser and/or computer ready and available. YES NO
- 26** It is important to get things right first time at all costs. YES NO
- 27** I always cross-reference filed data. YES NO
- 28** You often have to try something out to see if it works for you. YES NO
- 29** I never procrastinate. YES NO
- 30** Any decision is better than no decision. YES NO
- 31** I like to try different ways of doing things every time. YES NO
- 32** I can handle several difficult jobs at once. YES NO
- 33** I try to plan for every eventuality. YES NO
- 34** I rarely act impulsively. YES NO
- 35** My working system is designed to pre-empt surprises and problems. YES NO
- 36** I never make snap decisions. YES NO
- 37** Nothing should remain unchanged for very long. YES NO
- 38** Agendas for meetings stifle creativity. YES NO
- 39** The exception very often makes nonsense of the rule. YES NO
- 40** Competent administration is the key to achieving results. YES NO