

# Understand Your Time - Analysis

Refer to the questionnaire (*on the previous page*) and enter all those statements that you circled **YES** to . . . . transferring your answers to the chart below.

Ignore all the statements where you answered **NO**.

Once you have transferred all your **YES** answers, then add together the total number of circles in each vertical column to confirm your time management style.

4  
6  
7  
10  
15

Column A	Column B	Column C	Column D
Statement Number	Statement Number	Statement Number	Statement Number
1	2	4	6
3	7	5	10
8	9	13	11
14	16	18	12
15	17	20	19
23	22	21	24
29	28	26	25
30	31	33	27
32	37	34	35
38	39	36	40
Total <input type="text"/>	Total <input type="text"/>	Total <input type="text"/>	Total <input type="text"/>
Firefighter	Opportunist	Planner	Administrator