Time management

orcare

My time management self-assessment

Use this self-assessment to get you thinking about your current strengths and areas that have potential for improvement. Read each of the statements and record how often you do each. You'll be able to score and benchmark yourself at the end of the self-assessment.

14	I put off tasks that aren't important			
15	I work more than 40 hours a week			

How to score:

Section A: For questions 1, 3, 4, 8, 9, 11, 12, 13, 14

Never = 0 pointsRarely = 1 pointSometimes = 2 pointsOften = 3 pointsAlways = 4 points

Total points section A

Section B: For questions 2, 5, 6, 7, 10, 15

Never = 5 pointsRarely = 4 pointsSometimes = 3 pointsOften = 2 pointsAlways = 1 point

Total points section B

A + B = total score

Score	Comment
6-20	The great news is that there's lots you can do to help yourself. Our 'Time to

