

## TIME MANAGEMENT SELF-ASSESSMENT

DIRECTIONS: FOR EACH QUESTION, CIRCLE THE NUMBER THAT BEST DESCRIBES YOU.

|  | Never    | Seldom   | Sometimes | Often    | Always   |
|--|----------|----------|-----------|----------|----------|
| How often do you plan in an effort to keep life from running out of control? | <b>1</b> | <b>2</b> | <b>3</b>  | <b>4</b> | <b>5</b> |
| Do you put daily plans on paper?   | <b>1</b> | <b>2</b> | <b>3</b>  | <b>4</b> | <b>5</b> |
| Do you allow flexibility in your plans?                                      | <b>1</b> | <b>2</b> | <b>3</b>  | <b>4</b> | <b>5</b> |
| How often do you accomplish all you plan for a given day?                    | <b>1</b> | <b>2</b> | <b>3</b>  | <b>4</b> | <b>5</b> |
| How often do you plan time for what matters most to you?                     | <b>1</b> | <b>2</b> | <b>3</b>  | <b>4</b> | <b>5</b> |
| How often is your daily plan destroyed by urgent interruptions?              | <b>5</b> | <b>4</b> | <b>3</b>  | <b>2</b> | <b>1</b> |

Quiz written for USA WEEKEND by time management expert Hyrum Smith, chairman of the Franklin Covey Co., whose Franklin Planners, agendas and planning software are used by 15 million Americans