

DETERMINING YOUR TIME USAGE STYLE

INSTRUCTIONS

Please respond to all items included in this questionnaire. Check the appropriate answer, YES, if the statement is broadly true; NO, if the statement is broadly false. When you are done, transfer your responses to the summary answer sheet included. Thank you.

	YES	NO
1. I sometimes fail to meet my own deadlines.	—	—
2. I sometimes have to clarify instructions which I have already been given.	—	—
3. When I have two tasks to complete, I am tempted to do the most pleasant task first, rather than an unpleasant one which could be just as important.	—	—
4. I spend time doing work which others are capable of doing.	—	—
5. A work day seems dull when there is not at least one emergency to attend to.	—	—
6. I lose interest in projects when they drag on and do not always finish them before starting new ones.	—	—
7. I sometimes try to share decision-making when I have all the information to do it on my own.	—	—
8. I spend quite a lot of time trying to improve work which I have already done.	—	—
9. I don't always find time to write down a plan for what must be done tomorrow.	—	—
10. I often have to leave tasks in the middle because something more urgent comes up.	—	—

Determining Individual Time Wasters Questionnaire (cont.)

	YES	NO
11. I would rather not make a decision if it involves too many risks.	_____	_____
12. Much of my time is spent completing and correcting the work of others.	_____	_____
13. Job pressures require me to do too much work in too little time.	_____	_____
14. I do not always understand the instructions I am given.	_____	_____
15. I tend to put off tasks that can possibly wait until tomorrow, especially if they are rather unpleasant.	_____	_____
16. I sometimes have trouble keeping track of what is going on in my department.	_____	_____
17. Often work must be done over because it was not done right the first time.	_____	_____
18. I sometimes solve problems without necessarily trying to find their underlying causes.	_____	_____
19. I should be paying more attention to the tasks at hand.	_____	_____
20. I have trouble putting my solutions into practice.	_____	_____
21. I really do not know where problems are likely to develop in my department.	_____	_____
22. I like to think about what I will do after work.	_____	_____
23. I try to solve problems as they occur without spending too much time in understanding what caused them.	_____	_____
24. I prefer to do a job myself rather than delegating if it takes too long to give instructions on how to do it.	_____	_____

IMPORTANT:

To identify your time usage style, transfer your totals from each of the A, B, C, D columns on the answer sheet to the appropriate spaces on the right hand side of the page below.

<u>TIME USAGE STYLES</u>		<u>SCORE</u>
A. CRISIS ORIENTED	TOTAL COLUMN A:	_____
B. SHIFTING FOCUS	TOTAL COMUMN B:	_____
C. PROCRASTINATION ORIENTED	TOTAL COLUMN C:	_____
D. DO IT YOURSELF	TOTAL COLUMN D:	_____

Your dominant style is the category in which you have the highest score. You should concentrate on finding solutions for this problem area.

The area with the second highest score is your supportive style, and also deserves careful consideration.

Write the names and scores of your dominant and supportive styles:

DOMINANT STYLE: _____ SCORE: _____

SUPPORTIVE STYLE: _____ SCORE: _____

DETERMINING INDIVIDUAL TIMEWASTERS: ANSWER SHEET

INSTRUCTIONS:

Each square below has a number which corresponds to the questions on the questionnaire. Mark an "X" through the square if your answer to the statement is YES. If your answer to the statement was NO, leave the square "blank".

When you are done, total the number of "X's" in each column (A, B, C and D) and write the total in the space at the bottom of each column.

TIME MANAGEMENT STYLE CHART

COLUMN A	COLUMN B	COLUMN C	COLUMN D
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24

TOTALS _____ + _____ + _____ + _____ = _____
TOTAL
SCORE

Time Management Suggestions

If you Procrastinate, try this...

- Get started! Jump in so you don't take time to convince yourself what other task to do first.
- Don't worry about perfection, just do it. Build in time for multiple drafts.
- Breakdown the "big picture" into 'bite sized pieces' so that you make steady, gradual progress
- Handle paper (memos, mail) only once; do it, file it, or delegate it at first glance.

If you're a Do-It-Yourselfer. try this...

- Let go of perfectionism
- Ask for help
- Delegate projects that you can withstand being done differently than you expect.
- Do one less thing than you planned on your To Do List and assess the outcome.
- Allow someone else to show off their talents
- Collaborate with others; get involved as a team player.
- Use your resources (money, time, human-power) wisely

If you're Crisis-Oriented try this...

- Learn to say no graciously.
- Don't intervene and see others' capabilities to solve problems
- Respond/Get involved only when asked specifically for help
- Imagine that you are unable to go to work for 2 weeks, what would others have to do without you?

If you Shift Focus try this...

- Stay in the present moment. Keep your mind where your body is right now!
- Select time to close your door/not answer phones to avoid interruptions
- Redirect unexpected visitors by setting appointments
- Create a prioritized To Do List so that you can periodically check in to see that you're working on what you intended for that day
- Check voicemail and email at set times throughout the day

Everyday, allow "YOU" time for fun, relaxation & planning for tomorrow!