

Testing Your Time Management

Circle the appropriate answer:

1. I am currently using some type of organizer.	No	Yes
2. I often use checklists instead of my organizer.	Yes	No
3. My organizer allows me to schedule my time each day.	No	Yes
4. My organizer enables me to prioritize.	No	Yes
5. My organizer helps me to set goals.	No	Yes
6. I sometimes feel that my organizer runs my life.	Yes	No
7. I have a personal mission statement.	No	Yes
8. I have a place for my personal mission statement in my organizer.	No	Yes
9. My personal mission statement doesn't affect much of my planning.	Yes	No
10. I find that my organizer helps me to balance my life.	No	Yes
11. Without my organizer, my life would be in chaos.	Yes	No
12. My organizer helps me to think ahead and plan.	No	Yes
13. My organizer helps me to see things in perspective: the day with in the week, the week in the month, the month in the year.	No	Yes
14. My organizer devotes 1 page to each day.	Yes	No
15. My organizer is excellent at aiding me in managing tasks.	No	Yes
16. My organizer is excellent in helping me to care for relationships.	No	Yes
17. I really enjoy using my organizer.	No	Yes
18. I have customized my organizer to meet my needs. List examples:	No	Yes
19. Due to the size of my organizer, I can't really carry it all the time.	Yes	No
20. I consult my organizer at least 10 times each day.	No	Yes
21. My organizer really helps to determine what is important to me.	No	Yes
22. I spend deliberate time planning my upcoming week - and this planning is reflected in my organizer.	No	Yes
23. I sometimes forget or miss appointments.	Yes	No
24. I spend deliberate time analyzing and reflecting on past weeks.	No	Yes
25. I feel that my organizer greatly enables me to be a successful person..	No	Yes
SCORE (Add up the number of answers circled in far right column)	/ 25	

Evaluating your Score

The main point of this assessment is to identify where your personal planning abilities and the system or tool you use need improvement. Ideally effective time managers score 25 / 25. On questions where they lost points, they should look into ways to improve their planning system.

In particular:

- Questions 4 & 5
 - How many people had Yes, Yes?
 - Good time management always incorporates goal setting and prioritization. It goes beyond simply making to do lists and responding to every demand on your time. It should help you to achieve goals.
- Questions 15 & 16
 - How many had Yes, Yes?
 - Good time management also balances the importance of managing tasks and caring for relationships. Ultimately, you are not just a doer of tasks, but a person who has relationships. Time management involves securing time to nurture and invest in these relationships, as well as get done what needs to be done.
- Question 17 & 18
 - How many had Yes, Yes?
 - Good time management is enjoyable, it is freeing, and it enables you to live the way you want to live. Your planner should facilitate this.
- Question 22 & 24
 - How many had Yes, Yes?
 - Good time management involves reflective thought both in planning and evaluating. If you don't have time for reflective thought, then you aren't managing time well.

Overall, to maximize your time management, you need to find a system/planner that:

1. Allows you to care for relationships and accomplish tasks.
2. Gives you time for reflective thought.
3. Serves to enable you to be who you are called to be.

A great starting point is the system based out of Covey's [7 Habits of Highly Effective People](#). It can and should be adapted to your own style but it does address most of the things mentioned earlier.