

URGENCY INDEX ASSESSMENT

How much does urgency control your life?

Instructions: Choose the number that most closely represents your normal behaviors or attitudes regarding the corresponding statement.

4=Always
3= Often
2=Sometimes
1= Rarely
0=Never

1. I seem to do my best work when I am under pressure.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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2. I often blame the rush and pressure or external factors for my failure.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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3. I often become frustrated by the slowness of people and things around.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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4. I feel guilty when I take time off of work.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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5. I always seem to be rushing between places and events.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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6. I often push people away so I can finish my work or a project.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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7. I'm often preoccupied with one thing while I'm doing another.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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8. I'm at my best when I'm handling a crisis situation.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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9. The adrenaline rush from a new crisis feels more satisfying to me then the steady accomplishment of long-term results.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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10. I often give up quality time with important people in my life to handle a crisis.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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11. I rely on solving a crisis to give my day meaning.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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12. I often eat lunch and other meals while I work.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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13. I assume people will naturally understand if I disappoint them or let things go because of handling a crisis.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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14. I keep thinking that someday I'll be able to do what I really want to do.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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15. A huge stack in my "out" box at the end of the day makes me feel like I've been productive.

0 Never	1 Rarely	2 Sometimes	3 Often	4 Always
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Answer Key

Calculate your total score from the questions above and find the corresponding category.

Score: 46+ Urgency Addiction

Being addicted to urgency as a leader can be both a blessing and a curse. On one hand, it drives productivity and pushes team members to accomplish tasks quickly. The sense of urgency creates a dynamic and proactive work environment, where goals are met with determination and efficiency. However, the addiction to urgency can also lead to a constant state of stress and burnout. As a leader, it is crucial to recognize the need for balance. Learning to find the middle ground means understanding that not every task requires immediate attention and that some projects benefit from careful planning and thoughtful execution. By cultivating a sense of prioritization and time management, a leader can strike a harmonious equilibrium between urgency and patience, ultimately fostering a healthier and more sustainable work environment.

Score: 26-45 Strong Urgency

Urgency holds a significant place in the life of a leader, guiding their actions with a delicate balance that brings about positive outcomes. The presence of urgency infuses a sense of purpose, propelling leaders to act decisively and efficiently in pursuit of their goals. It ignites a fire within them, driving them to make the most of every moment and seize opportunities as they arise. With this heightened sense of urgency, leaders are able to inspire their teams, instilling a sense of urgency among their members and encouraging them to perform at their best. However, it is the balance within this urgency that truly yields positive results. Leaders must temper their sense of urgency with thoughtfulness, ensuring that hasty decisions do not sacrifice quality or overlook important details. They must maintain composure in the face of urgency, channeling it into focused action rather than succumbing to panic. By striking this delicate equilibrium, leaders harness urgency as a force that fuels their endeavors, driving them forward and enabling them to make meaningful progress while fostering a culture of productivity and achievement.

Score: 0-25 Low Urgency

A leader who lacks a sense of urgency can be detrimental to the progress and success of their team or organization. Such a leader often exhibits a complacent attitude towards deadlines and fails to prioritize tasks efficiently. They may overlook the importance of timely decision-making and fail to respond quickly to emerging challenges or opportunities. To improve their sense of urgency, here are three tips:

- 1. Set clear and realistic goals:** A leader should establish specific and measurable goals, accompanied by clear deadlines. By doing so, they create a sense of purpose and urgency among their team members. Breaking down larger goals into smaller, manageable tasks can also help maintain a consistent sense of progress and momentum.
- 2. Communicate expectations:** Effective communication is essential for instilling a sense of urgency. Leaders should clearly articulate the importance of timeliness and express the potential consequences of delays. Regularly update team members on project statuses and encourage open dialogue to address any potential roadblocks or challenges that may hinder progress.
- 3. Lead by example:** Leaders who demonstrate a strong sense of urgency in their own work and decision-making inspire their team members to do the same. They should prioritize tasks, make quick decisions when necessary, and demonstrate a proactive approach. By setting the pace, leaders can motivate their team to be more efficient and responsive, fostering a culture of healthy urgency within the organization.