

TIME MANAGEMENT ASSESSMENT

Instructions

Time management is a key skill in learning to achieve the most in your day while prioritizing items appropriately. Self-assess where you are on these five elements that are indicators of time management and learn where you can grow and improve your time management skills.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

- 5=Very much like me
- 4=Like me
- 3=Neutral
- 2=Unlike me
- 1=Very unlike me

1. I am aware of my own expectations and goals.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

2. I consistently identify high-impact activities and focus on them.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

3. I am productive and efficient in completing tasks.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

4. I set clear boundaries and manage my time effectively.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

5. I maintain a high level of energy throughout the day.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

6. I possess the necessary skills to manage my time effectively.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

7. I am able to let go of non-essential tasks or delegate them to others.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

8. I effectively delegate tasks to others when appropriate.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

9. I am comfortable asking for help or support when needed.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

10. I have a positive attitude towards managing my time effectively.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

11. I consistently evaluate and adjust my expectations and goals.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

12. I regularly review and update my task priorities based on changing circumstances.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

13. I meet deadlines consistently and deliver high-quality work.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

14. I effectively communicate my time constraints and availability to others.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

15. I effectively manage stress and remain calm during time-sensitive situations.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

Answer Key

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

Score: 60-75 Time Management Master

Being good at time management is a crucial skill for any leader. Effective leaders understand the value of time and recognize that it is a limited resource that must be utilized wisely. You are able to prioritize tasks, set realistic goals, and allocate time, accordingly, ensuring that important projects and deadlines are met. Good time managers are adept at delegating tasks, which enables you to empower your team members to take on responsibilities and maximize productivity. You are skilled at setting clear expectations and deadlines, enabling the team to work efficiently and achieve desired outcomes. By mastering time management, you demonstrate your commitment to efficiency, organization, and productivity, setting a positive example for your team and fostering a culture of excellence.

Score: 40-59 Commitment to Improving Time Management

You are a dedicated and ambitious leader, and you realize the critical importance of effective time management in achieving your goals, as well as the goals of your team. You understand that prioritizing tasks is key. Start by carefully assessing the urgency and significance of each responsibility before allocating your time accordingly. Additionally, continue to embrace the power of delegation, recognizing that you cannot accomplish everything on your own. By entrusting capable team members with appropriate tasks, you not only lighten your workload but also empower your team members to grow and contribute. Through your determination and these two strategic approaches, you are steadily transforming into a leader who optimizes their time, unlocking new levels of productivity and success.

Score: Below 39 Improving Time Management

As a leader our workloads can often be overwhelming and this can lead to rushing to complete tasks, missing deadlines, and experiencing unnecessary stress. Time management as a tool can help to increase productivity and reduce stress. To enhance your time management skills, try and implement these three valuable tips. First, you should prioritize tasks by importance and urgency, ensuring that critical assignments are handled promptly. Second, practice effective delegation, distributing responsibilities among your team members and trusting them to deliver. Lastly, adopt time-blocking techniques, scheduling specific time slots for different activities to maintain focus and reduce distractions. By implementing these strategies, you can harness your leadership potential and maximize productivity.

Answer Key Continued

This assessment measured five attributes that predict the behaviors needed to set clear boundaries with your team.

Awareness (Questions 1, 6 & 11): I am aware of my own expectations and goals. I possess the necessary skills to manage my time effectively. I consistently evaluate and adjust my expectations and goals.

Prioritization (Questions 2, 7 & 12): I consistently identify high-impact activities and focus on them. I am able to let go of non-essential tasks or delegate them to others. I regularly review and update my task priorities based on changing circumstances.

Execution (Questions 3, 8 & 13): I am productive and efficient in completing tasks. I effectively delegate tasks to others when appropriate. I meet deadlines consistently and deliver high-quality work.

Communication (Questions 4, 9, 14): I set clear boundaries and manage my time effectively. I am comfortable asking for help or support when needed. I effectively communicate my time constraints and availability to others.

Composure (Questions 5, 10, 15): I maintain a high level of energy throughout the day. I have a positive attitude towards managing my time effectively. I effectively manage stress and remain calm during time-sensitive situations.