

**Time Management Survey (Score Sheet)**

Transfer your scores from the survey to this score sheet and total them. Compare your scores to the score in bold at the bottom of the page to see which areas you need to review and plan changes.

<b>Focus on Purpose</b>		<b>Sense of Control</b>		<b>Delegation</b>		<b>Meetings</b>		<b>Procrastination</b>	
Question	Score	Question	Score	Question	Score	Question	Score	Question	Score
1		17		27		32		37	
2		18		28		33		38	
3		19		29		34		39	
4		20		30		35		40	
5		21		31		36			
6		22							
7		23							
8		24							
9		25							
10		26							
11									
12									
13									
14									
15									
16									
<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>	
<b>You should review and plan some changes if:</b>									
If your score in this column was under <b>100</b>		If your score in this column was over <b>50</b>		If your score in this column was over <b>25</b>		If your score in this column was over <b>20</b>		If your score in this column was over <b>16</b>	