

Time Management Survey

Place a circle on the scale to indicate the extent to which you:

		Never		Very Rarely		Sometimes		Usually		Always	
1	Have clearly defined, written work goals or objectives?	1	2	3	4	5	6	7	8	9	10
2	Have clearly defined, written personal goals or objectives?	1	2	3	4	5	6	7	8	9	10
3	Have written plans for achieving goals or objectives?	1	2	3	4	5	6	7	8	9	10
4	Do something each day which moves you closer to your work goals?	1	2	3	4	5	6	7	8	9	10
5	Do something each day which moves you closer to your personal goals?	1	2	3	4	5	6	7	8	9	10
6	Feel completely in control of your time?	1	2	3	4	5	6	7	8	9	10
7	Spend time dealing with important long term issues?	1	2	3	4	5	6	7	8	9	10
8	Experience a real sense of purpose in what you are doing?	1	2	3	4	5	6	7	8	9	10
9	Experience a real sense of achievement in what you have done?	1	2	3	4	5	6	7	8	9	10
10	Allocate time to thinking?	1	2	3	4	5	6	7	8	9	10
11	Allocate time to relaxing?	1	2	3	4	5	6	7	8	9	10
12	Question the current relevance of tried and trusted work procedures?	1	2	3	4	5	6	7	8	9	10
13	Change well established processes or habits?	1	2	3	4	5	6	7	8	9	10
14	Create daily, prioritised task or activity lists?	1	2	3	4	5	6	7	8	9	10
15	Help other people to identify their goals and plan their time?	1	2	3	4	5	6	7	8	9	10
16	Spend time revising and up-dating your own goals and plans?	1	2	3	4	5	6	7	8	9	10
17	Feel powerless to change anything of real significance?	1	2	3	4	5	6	7	8	9	10
18	Feel intimidated or inhibited by senior management?	1	2	3	4	5	6	7	8	9	10
19	Feel unable to take more control of your time or circumstances?	1	2	3	4	5	6	7	8	9	10
20	Feel overwhelmed by paper?	1	2	3	4	5	6	7	8	9	10

Place a circle on the scale to indicate the extent to which you:

		Never		Very Rarely		Sometimes		Usually		Always	
		1	2	3	4	5	6	7	8	9	10
21	Feel concerned that you are not keeping up to date with your reading?	1	2	3	4	5	6	7	8	9	10
22	Work more than 45 hours a week?	1	2	3	4	5	6	7	8	9	10
23	Feel that work consists of an endless stream of urgent demands?	1	2	3	4	5	6	7	8	9	10
24	Become distracted from long term goals because of immediate pressures?	1	2	3	4	5	6	7	8	9	10
25	Find it difficult to focus on important issues for any length of time because of frequent interruptions?	1	2	3	4	5	6	7	8	9	10
26	Find yourself pulled in different directions by the conflicting priorities of other people?	1	2	3	4	5	6	7	8	9	10
27	Wish you had more time to plan?	1	2	3	4	5	6	7	8	9	10
28	Do most things yourself because it's usually quicker and more likely that they will be done well?	1	2	3	4	5	6	7	8	9	10
29	Feel you would like to delegate more but don't want to risk being blamed if your staff make mistakes?	1	2	3	4	5	6	7	8	9	10
30	Feel you would like to delegate more but would feel guilty about overloading staff who are already busy?	1	2	3	4	5	6	7	8	9	10
31	Like to keep your hand in with tasks you've always been good at?	1	2	3	4	5	6	7	8	9	10
32	Attend frequent, regular meetings with the same group of people each time?	1	2	3	4	5	6	7	8	9	10
33	Attend meetings which do not require your presence?	1	2	3	4	5	6	7	8	9	10
34	Attend meetings which are not necessary?	1	2	3	4	5	6	7	8	9	10
35	Attend meetings with no agenda?	1	2	3	4	5	6	7	8	9	10
36	Attend meetings which issue no minutes?	1	2	3	4	5	6	7	8	9	10
37	Postpone making important decisions until you can be absolutely certain about the outcome?	1	2	3	4	5	6	7	8	9	10
38	Put off dealing with tasks which appear unpleasant, difficult, boring or too big?	1	2	3	4	5	6	7	8	9	10
39	Find yourself distracted from finishing tasks that you have started?	1	2	3	4	5	6	7	8	9	10
40	Feel uncertain about the future?	1	2	3	4	5	6	7	8	9	10