

## Time Management Test

Posted by [Coach](#) • September 13, 2009 • [Printer-friendly](#)



See how well you manage your time by responding to these statements and scoring yourself.

### Scoring:

- 1 = Never
- 2 = Occasionally
- 3 = Frequently
- 4 = Always

The number one challenge my clients face is **TIME**. There's just not enough of it!

As a **lawyer coach**, I give our clients this self-assessment, and then we design an **Action Plan** that holds them accountable for beating procrastination and using their time effectively.

- 1) I decide how many times I can be interrupted in a day. 1 2 3 4
- 2) I reserve certain hours for visits from colleagues. 1 2 3 4
- 3) I limit the duration of my calls. 1 2 3 4

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- 4) I allow a colleague or secretary to screen my telephone calls. 1 2 3 4
- 5) I am able to complete tasks without interruptions from colleagues. 1 2 3 4
- 6) I close my office door when I want to think strategically. 1 2 3 4
- 7) I tell telephone callers I will return their calls, and I do each day in "clusters" of calls. 1 2 3 4
- 8) I delegate tasks to colleagues that I could do myself. 1 2 3 4
- 9) I arrive on time and prepare for meetings. 1 2 3 4
- 10) I achieve the right balance between thinking time and action time. 1 2 3 4

**Score:**

- 10-15 You are time-challenged! Reduce the time you spend in unproductive ways.
- 16-29 Your time management skills are reasonable, but could use improvement.
- 30-40 You are a time master! Keep looking for ways to streamline work practices.

*Adapted from: Tim Handle, Manage Your Time*

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