

TIME MANAGEMENT SELF-EVALUATION

1. I feel I do not have enough time for myself, my family, or my friends.
2. I feel I waste too much time.
3. I find myself constantly rushing.
4. I find that I do not have enough time to do the things that I enjoy.
5. I find that I frequently miss deadlines or am late for appointments.
6. I spend almost no time planning my day.
7. I almost never work with some kind of prioritized “To-Do” list.
8. I have difficulty saying no to others when they make demands on my time.
9. I rarely delegate tasks and responsibilities.
10. I find that I procrastinate too often.

Check 1-3 items = tune-up. Check 4+ items = major overhaul.



Source: Dr. Allen Elkin, PhD, Founder of The Stress Management and Counseling Center in New York City and author of ***Stress Management for Dummies***.