

TIME MANAGEMENT SELF QUIZ

To get a better perspective on control, take this quiz to find how you're allocating your time and talents right now.

PERSPECTIVE ON CONTROL

Answer **yes** or **no** to each of the following statements. If it's a statement that doesn't precisely apply to you, just answer how you'd act as a general rule.

1. () yes () no I spend most of my day doing what other people want me to do.
2. () yes () no I work on fun or pleasant tasks before doing the unpleasant ones.
3. () yes () no I wait until a deadline is near before getting to work on a project.
4. () yes () no I give a high priority to tasks that will advance my personal goals.
5. () yes () no I tackle jobs that can be completed quickly before working on larger, long-term tasks.
6. () yes () no I do the work which I've planned before doing the unexpected.
7. () yes () no I tackle the small jobs before embarking on the bigger ones.
8. () yes () no I work on the squeaky-wheel principle—the task that “makes the most noise” gets worked on first.
9. () yes () no I wait to be told what to do first.
10. () yes () no I regularly think about how I am expending my efforts relative to my personal goals.

PERSPECTIVE ON CONTROL- INTERPRETING THE EXERCISE RESULTS

This quiz may tell you something about your perspective on control.

If you answered YES to items 1, 3, 8, or 9 you tend to be **REACTIVE** to outside demand. You wait until someone (or someone's deadline) pushes you to action.

If you answered YES to items 2, 5, or 7, you may be acting upon **MISTAKEN PRIORITIES**. Your decision to work on something appears to be because it looks easy or can be done quickly. People who do this regularly find themselves tangled in the trivial and seldom seem to have time or energy for what may be much more important.

If you answered YES to items 4, 6, or 10, you are showing a **PROACTIVE** stance and are more likely in control. Saying yes to these questions means you are moving toward successful self-management.

Yes to 1,3,8,9 Reactive	Yes to 2,5,7 Mistaken Priorities	Yes to 4, 6, 10 Proactive
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