

Time Management – do you plan ahead? *Or do you not have time for that!*



We all have days that are just too short but when you feel like this every day do you need to start gaining some control over your diary?

Why not take our quiz to determine how well you manage your time?

	A	B	C
1. Do you prioritise your tasks?	Never	Sometimes	Always
2. Do you find yourself constantly missing deadlines?	Always	Sometimes	Never
3. Do you plan ahead?	Never	Sometimes	Always
4. Do you know how much time you spend on your tasks?	No	Mostly	Always
5. Do you set goals for your tasks?	Never	Sometimes	Always
6. Do you have any contingency plans/time if you can't complete a task on time?	No	Depends	Always
7. Do you find deadlines stressful?	Always	Sometimes	Never
8. Are distractions keeping you from critical tasks?	Always	Sometimes	Never
9. Do you have take work home in order to complete it on time?	Always	Sometimes	Never
10. Do you confirm your priorities with your manager?	Never	Sometimes	Always
11. Before taking on a task do you consider whether the result is worth the time you put in?	Never	Sometimes	Always

Scores on the doors!

- a) Hmm there is a definite need for you to manage your time more efficiently and you will find that your effectiveness at work will increase ten-fold.
- b) You're doing not bad but there is definitely still room for improvement and you can lower your stress levels considerably
- c) Well done, you are clearly in control of your task list.

The key to managing your time effectively is to set yourself realistic goals, take into consideration possible concerns and prioritising your tasks. Many people think that this wastes even more of their valuable time however in reality you will find that scheduling your tasks properly will save you an enormous amount of time, effort and frustration. **For more information or to attend one of our popular time management courses why not give us a call.**