

# Time management



## My time management self-assessment

Use this self-assessment to get you thinking about your current strengths and areas that have potential for improvement. Read each of the statements and record how often you do each. You'll be able to score and benchmark yourself at the end of the self-assessment.

	Statement	Never	Rarely	Occasionally	Often	Always
1	I schedule time for planning					
2	I focus on the most urgent tasks					
3	I break complex tasks into small steps					
4	When given a new task, I evaluate my ability to meet the deadline					
5	I feel anxious about meeting deadlines					
6	I take work home					
7	I find myself asking for extensions to deadlines in order to complete a task					
8	I prioritise my 'to-do' list					
9	I allow buffer time in my schedule to deal with the unexpected					
10	I find my plans are hindered by interruptions					
11	I focus on tasks that are aligned to my longer-term goals					
12	I delegate tasks that can be done by others					
13	I enjoy quality time with my family and friends					

14	I put off tasks that aren't important					
15	I work more than 40 hours a week					

### How to score:

#### Section A: For questions 1, 3, 4, 8, 9, 11, 12, 13, 14

Never = 0 points    Rarely = 1 point    Sometimes = 2 points  
Often = 3 points    Always = 4 points

#### Total points section A

#### Section B: For questions 2, 5, 6, 7, 10, 15

Never = 5 points    Rarely = 4 points    Sometimes = 3 points  
Often = 2 points    Always = 1 point

#### Total points section B

**A + B = total score**

Score	Comment
<b>6-20</b>	The great news is that there's lots you can do to help yourself. Our 'Time to manage' guide, available separately, will offer you a wealth of hints, tips and case studies to improve your time management. The time to start is now – choose one key area to begin with and keep a log of your progress. Re-assess yourself in one month's time using this self-assessment and monitor your improvement.
<b>21 - 36</b>	You've adopted some good time management activities, but there's still room for improvement. Check where time is being lost and put strategies in place to improve this.
<b>37 - 66</b>	You are an excellent time manager – well done! The Time to Manage Guide will offer ideas to further improve your time management skills and help you to manage your work-life balance even more effectively. Focus on aligning your tasks to your long-term goals.

**Further information and advice about time management is available from [www.skillsforcare.org.uk/time](http://www.skillsforcare.org.uk/time)**