

TIME MANAGEMENT ROCK STAR ASSESSMENT

1. I utilize a calendar (electronic or paper) every day to plan my day.
2. I take breaks throughout my day to break up periods of productivity.
3. I take precautions to limit as many distractions that would derail me.
4. I rarely procrastinate my most important daily priorities.
5. I know what my most important overall priorities are in my job that produce the most results.
6. I do not let checking-email get me off-course from my tasks.
7. I avoid social media and web wanderings in order to not waste time.
8. I assure that meetings in which I participate have a timed agenda.
9. I have unsubscribed from email that I do not have time to read.
10. I delegate pieces of my tasks to others who can do it just as good as I can.
11. I set my top priorities for tomorrow before leaving work today.
12. I tackle my most creative and difficult projects when I am most alert in my day.
13. I think about my core values before deciding how I use my time.
14. I consider how full my plate is before saying Yes to new opportunities.
15. I get to the point in emails, starting with the subject line, keeping them focused.
16. I create systems to fix any areas that constantly suck away my time.
17. I write everything down as to not forget ideas, commitments, to-do's, etc.
18. I share my priorities with others on my team so they can help me stay accountable.
19. I batch my errands so that I don't waste time traveling (down the hall or around town).
20. I beat procrastination by starting a chunk of big tasks, then finishing them later.
21. I calendar tasks as if they were appointments with myself and then obey my calendar.
22. I automate anything that I can using apps, alarms, alerts, etc. to streamline my life.
23. I do brain-dumps on paper of all the things that are making me feel overwhelmed.
24. I schedule in Margin in between all my tasks to be able to deal with the unexpected.
25. I front-load my most important tasks into the morning and Eat That Frog!
26. I calendar (or mentally-calendar) the time it takes to get somewhere as to arrive early.
27. I use exit strategies with interrupting people who are not as time-conscious as I am.
28. I move paperwork quickly by TRAFing it (Toss, Refer, Act upon, File) on first touch.
29. I finish one task before starting another one instead of multi-tasking.
30. I have organized my work space in a way that saves me time.
31. I regularly de-clutter my home and work spaces as to "free up" from non-essentials.
32. Those closest to me would say they get adequate time and attention from me.
33. I take time each month to survey my computer/manila files for ease of locating them.

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