



YES or NO

1. I constantly find myself doing “urgent” things and trying to catch up. _____
2. I allow myself to drift into obligations when I don’t know how much time or energy they’ll require. _____
3. I find myself running from when I get up in the morning until I go to bed at night. I’m always tired and never feel like I accomplished enough. _____
4. I seldom schedule a day off for myself and when I do, I tend to fill it with activities. _____
5. I don’t make time for “self-care” activities: physical exercise, nurturing or “pampering” myself, cultural stimulation, spiritual well-being, learning something new, playing, or simply doing nothing. _____
6. I seldom have time to do the things I really love. _____
7. My work and project areas are cluttered with “I’ll look at this later” stacks and “to-do” piles. _____
8. I often miss deadlines or work long hours to meet a deadline. _____
9. I respond to interruptions such as phone calls, faxes, email, beepers and pagers, and allow them to take me off track. _____
10. I tend to move from one urgent thing to the next, rather than working toward specific goals and objectives. _____
11. I find myself constantly wishing I had more time or projecting an imaginary future when I have more time, making comments such as “as soon as...” or “next year...” _____
12. I spend time running errands and rushing because I didn’t plan well enough. _____
13. I spend time doing things I could pay someone else to do. _____
14. I often do things because I “should,” or continue to do things that no longer fit who I am. _____
15. Other people complain that my schedule doesn’t allow enough time for them. _____

Scoring Key

If you answered yes to less than 5 – Great job! You are managing your priorities well.

6-8 – Life could be more enjoyable. What changes would make it more enjoyable?

9-11 – You are living to work and not working to live. How will you make changes in your time usage?

12-15 – Other people and things are running your life. What will you do to reverse this trend?