Am I Too Busy?

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?

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