



Time Management Skill Assessment

For each skill listed rate your effectiveness from 1 (low) to 10 (high)

- 1) _____ Organizing of Your Time / Planning & Goal-Setting: This includes the ability to set realistic goals and follow through with them in a timely manner.
- 2) _____ Working According to Priorities and Values: Being aware of and focusing on your work and life priorities while keeping an eye on the big picture. (This also includes letting the non-priorities, low value items go.)
- 3) _____ Prioritizing & Decision-Making: Prioritizing tasks or a “To Do List.” Prioritizing involves the skills of choosing and deciding what tasks and activities to do when and in what order.
- 4) _____ Time Awareness/Promptness: Awareness of time- your sense of time and timing- and your ability to be on time for appointments, dates, etc.
- 5) _____ Boundaries: Skill at setting and maintaining boundaries and being able to say “no”.
- 6) _____ Staying on Track: Ability to stick to a goal, plan or schedule and bring it to a successful completion. This includes being able to initiate and sustain, to pace yourself, and complete projects in a timely way, while inspiring others to do the same.
- 7) _____ Managing External Distractions: Effectiveness in handling external distractions with respect to time. This includes managing clutter, handling interruptions, managing mail, phone calls, and email, and being distracted by people, pets, chores, activities, stuff, surroundings, other tasks, etc.
- 8) _____ Managing Internal Challenges: Effectiveness in handling internal challenges such as resistance, boredom, procrastination, or drive for perfection.
- 10) _____ Delegating: Ability to delegate tasks to others and ask for help or assistance when needed.
- 11) _____ Letting Go: Knowing when it is time and is appropriate to drop a goal or task either temporarily or permanently.

***Now Ask Yourself** *-Which skills are important for you to acquire/improve?
-What is your plan to acquire/improve those skills?
(For example; self-help techniques, new practices and/or strategies to develop).*