

## How well do you manage your time?

Do I have clearly defined list of the tasks involved in my present job.	Yes	No
Do I rank the tasks involved in my job in order of importance?	Yes	No
Do I prepare a daily list of things to do and keep a calendar?	Yes	No
Do I think about how I can do things more efficiently?	Yes	No
Do I usually accomplish what I need to do each day, even though I may be interrupted?	Yes	No
Do I have a policy for handling and limiting phone calls?	Yes	No
Do I complete on time the work I dislike?	Yes	No
Do I anticipate problems and resolve them in a reasonable amount of time?	Yes	No
Do I feel I have enough time for myself, my family, and my friends?	Yes	No
Am I constantly taking work home at the end of the day?	Yes	No

**Note: The more times you answered “yes” to these ten questions, the better your time management skills are.**

“Determine never to be idle.  
No person will have occasion to complain  
of the want of time that never loses any.  
It is wonderful how much can be done if we are always doing.”

~ **Thomas Jefferson**