

## Time management - quiz

See how well you manage time with our quick health quiz. Good time management skills can help you feel less stressed and more in control.

**1. You answer emails:**

- A. If they're from friends.
- B. At a set time each day.
- C. Whenever they arrive.

**2. When people drop into your workspace and interrupt, you:**

- A. Answer their queries but feel resentful.
- B. Are always glad for the distraction.
- C. Have strategies for keeping the visit short.

**3. You get out of the office for lunch:**

- A. Every day
- B. You can't remember the last time.
- C. Twice a week.

**4. How many times do you handle a piece of paper before you deal with it?**

- A. 5-6 times
- B. 2-3 times
- C. Once

**5. You use a 'to do' list:**

- A. Never
- B. Every day
- C. When you need to be reminded of something.

**6. When your boss asks you to do something that competes with another of your work priorities, you:**

- A. Do it, but take your time.
- B. Grin and bear it.
- C. Point out that there's something else that conflicts with it.

**7. How many hours do you spend a week on cultural activities, hobbies, leisure and socialising with friends?**

- A. 10 or more hours.
- B. 3 hours or less.
- C. 4-6 hours.

**8. You set aside thinking or planning time each day:**

- A. Never
- B. Always
- C. When I remember.

**9. You decide what to do each day according to:**

- A. The work plan that you've developed for the week.
- B. Whatever arrives in your in tray.
- C. Who is complaining loudest.

**10. You work best:**

- A. When the deadline is nearly on you.
- B. Just before knock off time.
- C. During the hours of the day that you know are your most productive.

Calculate score

Your score is:

**Score 10 to 15:**

Your time management style is best described as managing chaos. You feel constantly under pressure and that there aren't enough hours in the day. Start by prioritising tasks and allocating regular time to work on longer term projects instead of leaving things to the last minute and selling yourself short. This will not only help you to be more effective and efficient but will help you take control and feel better about yourself.

**Score 16 to 23:**

Taking steps to protect your time will help you to feel more motivated and in control of your work. Be more assertive when people around you make extra demands on you and use your leisure hours to refresh and relax.

**Score 24 to 30:**

You get the most out of your time. You are skilful at managing short and longer term projects, you prioritise well, and you enjoy a healthy mix of work and play. See if there's anyone out there in your work team who could benefit from your time management skills.

**This page has been produced in consultation with, and approved by:**

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