

TIME ASSESSMENT: tool is designed to give you a quick assessment of where your time is spent. Circle the answer that fits you best.	This	Strongly Disagree = 1	Disagree = 2	Slightly Disagree = 3	Slightly Agree = 4	Agree = 5	Strongly Agree = 6
1. I spend much of my time on important activities that demand my immediate attention such as crises & pressing issues.		1	2	3	4	5	6
2. I feel like I am always "putting out fires"		1	2	3	4	5	6
3. I feel like I waste a lot of time doing things that aren't important.		1	2	3	4	5	6
4. I spend much of my time on activities that demand my attention but don't seem important such as: needless interruptions, meetings, email.		1	2	3	4	5	6
5. I spend much of my time on activities that are important such as planning and preparation.		1	2	3	4	5	6
6. I spend much of my time on busywork, junk mail, excessive TV and internet.		1	2	3	4	5	6
7. I feel I'm on top because I take care of myself by exercising, eating healthy, and investing time in my relationships.		1	2	3	4	5	6
8. I feel I am constantly addressing issues that are important to others, but not to me.		1	2	3	4	5	6

SCORING

INSTRUCTIONS:

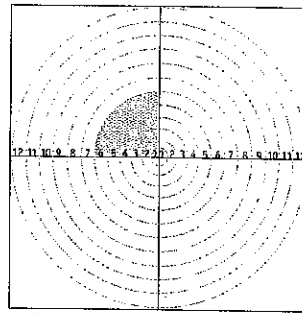
1. Circle your response 1-6 to each of the eight questions on the previous page.
2. For each quadrant, add your responses for the questions indicated.
3. Fill in the area in each quadrant up to the number that corresponds to the total.

Example:

Question 1 = 2

Question 2 = 4

Total = 6



Question 1 = ____

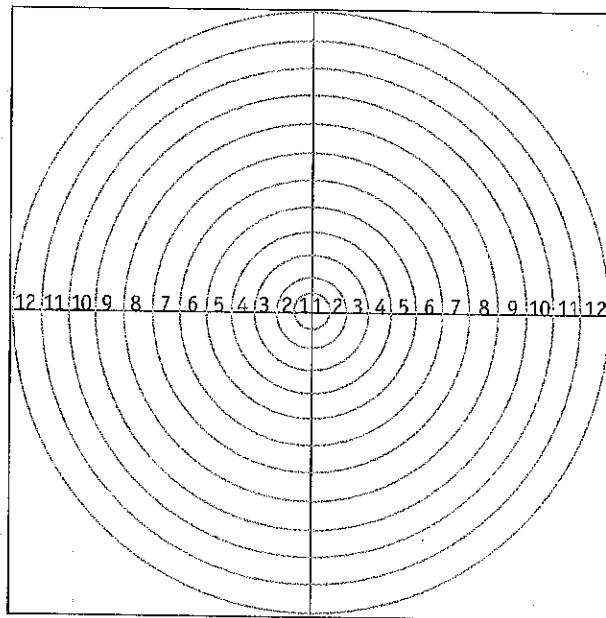
Question 2 = ____

Total = ____

Question 4 = ____

Question 8 = ____

Total = ____



Question 5 = ____

Question 7 = ____

Total = ____

Question 3 = ____

Question 6 = ____

Total = ____