

Test your time management skills

Time is a major scarcity for many of us working in the 21st century. The opportunities for spending time become more numerous and we are overloaded not just by tasks and demands, but also by stimuli, information, data – messages of all kinds. That can get difficult to manage despite the help of many time-saving devices.

Find out how well you manage your time by taking the test below.

Below is a list of statement, please rate the degree with which you agree or disagree with each statement, from 1 (not at all) to 4 (always).

	STATEMENT	1 not at all	2 sometimes	3 often	4 always
1	I am more effective when under pressure				
2	I feel as though there's never enough time, at home and at work				
3	I feel bad when I take time off work, even when I go on holiday.				
4	I rush between places, people and events				
5	I think about other things when I'm working on something else				
6	It is difficult for me to find time for planning my day/week				
7	My main interest is in my work				
8	I am uncomfortable when I'm late				
9	I eat lunch or other meals while I'm working.				
10	I spend most of my time keeping several balls in the air at once				
11	I wish I could spend more quality time with my family.				
12	I do things quickly; walk, talk, eat and drive.				
13	I have trouble delegating, preferring to do things myself				
14	I have trouble slowing down to relax and think things over				
TOTAL					

Time management test results

A 14 – 25

B 26 – 38

C 39 - 56

<p>A 14 – 25</p>	<p>You seem to handle your time well and have mastered planning ahead for optimum effectiveness. You can go further and apply the techniques you use at work to improve your work-life balance. Day to day time management is one thing; how about longer term projects for quality time, health and well-being. Do you relax and reflect enough? Have you considered writing a list of future projects that you could start working on today?</p>
<p>B 26 – 38</p>	<p>You understand the importance of being organised in order to be most effective. But to advance further you could benefit from the following tip: pacing yourself will allow you to reduce the need to go back and correct or change things. We can fall into the trap of doing too much too quickly. 'Less is more', this applies to time, do less and do it properly. Identify what is important and what is urgent for better time management. The result is more quality time for friends, family and personal interests.</p>
<p>C 39 - 56</p>	<p>Try to slow down, relax and reflect. To manage your time, first take some time out for yourself. You may want to learn to say no in a positive way to others' needs or demands to save time for yourself. Creating personal time will benefit you as well as writing a plan for your tasks and projects. Address this aspect of your life today to improve your health and well-being and get more out of your time.</p>



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