



Where does your time go?

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## Time & Priority: Where does your time go?

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1.	When do you plan what to do today?  What to do this week?  What to do this month?	
2.	How do you put priorities on your planned tasks or do you do them as they come up?	
3.	Can you usually finish what you planned to do within the time that you allocated?	
4.	What percentage of your time is spent coping with crises or unexpected matters?	
5.	Can you manage to stop interruptions from upsetting your work and your plans?	
6.	How much time do you spend on paperwork?	
7.	What proportion of your time spent at meetings is productive?	
8.	When in the day do you get interrupted most?  When in the week do you get interrupted most?	



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9.	When in the day do you get interrupted least?  When in the week do you get interrupted least?	
10.	Do you choose how to use your time, or are other people “pulling your strings?”	
11.	When you really want to say ‘no’ to colleagues can you usually do it?  How about bosses?	
12.	“I can do it quicker and better, so delegation may waste my time.” Is this true for you?	
13.	What task do you tend to put off?  What do you tend to avoid altogether?	
14.	When is your most productive time of day?  When is your least productive time of day?	
15.	If fortune magically gave you another hour every day, what would you do with it?	

