

Chapter 8 Appendix D

Assessing Organization & Time Management Issues

Name: _____

Date: _____

1. Do you use a paper or electronic system to schedule your time? If so, how closely do you adhere to your schedule in a given week?

2. Do you use a paper or electronic to-do list to manage tasks? If so, how frequently do you review it for task completion?

3. Do you use a to-do list system in conjunction with a scheduling system to organize your time and activities?

4. Do you actively take notes and add action items to your to-do list during meetings?

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5. Do you use written or electronic prompts and reminders for upcoming events and deadlines on your schedule?

6. Do you use a structured system for managing emails and needed follow-up tasks?

7. Are you usually able to quickly access and produce requested electronic or print versions of materials (e.g., reports, notes, data, graphs, programs, emails)?

8. Do you frequently check your watch/phone or schedule to make sure that you will be able to make it to your next commitment?

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9. Do you frequently arrive late to meetings or have to leave earlier than scheduled to make your next commitment?

10. Do you seek or provide clarification about tasks?

11. Do you volunteer for more than you are likely to be able to do?

12. Do you effectively break down complex tasks into a series of smaller tasks and actionable steps?

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13. Do you accurately estimate how long it will take to accomplish a task? If you underestimated and are not able to complete the task in the assigned time, what do you do?

14. Are you usually able to independently manage tasks involving technology (e.g., no frequent requests for support or excuses about how technology led to a missed deadline) and shared access to files?

Based on a review of your assessment, identify three areas you would like to target for improvement using a self-management plan. Feel free to use the space to list notes about how you plan to address the items and a time to review your progress.