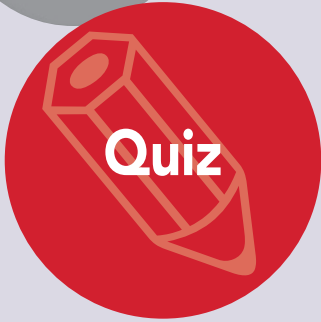




The Customer Communicator Web Extra



Manage your time this holiday season

This short quiz will help you find out how good you are at time management and where you need work.

Simply answer the following questions with either a 1 for Yes or a 0 for No:

_____ Do you meet the deadlines you set for yourself?

_____ Do you begin working on long projects as early as possible?

_____ Do you break large tasks into more manageable mini-goals?

_____ Do you have a daily to-do list?

_____ Do you prevent your social life from interfering with your work time and vice versa?

_____ Do you spend time before each project mapping out deadlines and objectives?

_____ Do you set specific goals for each day?

_____ Do you begin your work with the most important project?

_____ Do you schedule your most difficult work during your most productive hours of the day?

_____ Do you think and feel that you are in control of your work (and not the other way around)?

_____ **Total**

Understanding your score.

The closer your total is to 10, the better you are at time management. In the coming year, look for ways to improve your skills in areas where you answered "No."

