



The Customer Communicator Web Extra



Time-management self quiz

This short quiz will show you how good you are at time management and suggest areas for improvement. Simply answer the following questions "yes" or "no."

	Yes	No
Do you figure out how many hours you need a day for preparation and research?	<input type="checkbox"/>	<input type="checkbox"/>
Do you meet your deadlines you set for yourself?	<input type="checkbox"/>	<input type="checkbox"/>
Do you begin working on long projects as early as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a daily to-do list?	<input type="checkbox"/>	<input type="checkbox"/>
Do you prevent your social life from interfering with your work time and vice versa?	<input type="checkbox"/>	<input type="checkbox"/>
Do you spend time before each project mapping out deadlines and objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Do you set specific goals for each day?	<input type="checkbox"/>	<input type="checkbox"/>
Do you begin your work with the most important project?	<input type="checkbox"/>	<input type="checkbox"/>
Do you complete most of your work during the most productive hours of the day?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think and feel that you are in control of your work (and not the other way around)?	<input type="checkbox"/>	<input type="checkbox"/>

For each "yes" answer, give yourself a point. The closer your total is to 10, the better you are at time management. In the coming months, look for ways to improve your skills in areas where you answered "no."

Source: www.managingmytime.com.

