

Time Waster Assessment Scale

# Directions

Circle the number that best indicates where you lie in between the two extremes. Total your score at the end of the exercise.

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| --- | --- | --- | --- | --- | --- | --- |
| My objectives are clear; I know where I am going. | 5 | 4 | 3 | 2 | 1 | My objectives are fuzzy; I often go in the wrong direction. |
| When I arrive at work in the morning, I get started immediately | 5 | 4 | 3 | 2 | 1 | It takes me at least 30 minutes to get started in the morning. |
| I do not procrastinate; my priority list prevents delay. | 5 | 4 | 3 | 2 | 1 | I procrastinate because I never know what to do next. |
| I keep personal activities to an absolute minimum. | 5 | 4 | 3 | 2 | 1 | I let personal activities eat away at my on-the-job time. |
| My schedule is rigid; I never overextend a coffee or lunch break. | 5 | 4 | 3 | 2 | 1 | Two-hour non-business lunches and 30-minute coffee breaks are common with me. |
| I’m an extremely fast reader and I waste no time on junk email or mail. | 5 | 4 | 3 | 2 | 1 | I need a reading-improvement course; I waste too much time reading. |
| My telephone conversations are to the point and deal with only business matters. | 5 | 4 | 3 | 2 | 1 | I socialize on the phone – it is my number one time waster. |
| I delegate as many tasks as possible. | 5 | 4 | 3 | 2 | 1 | Failure to delegate is a serious problem for me. |
| I refuse to let others waste my time in pointless conversations. | 5 | 4 | 3 | 2 | 1 | When people use up my time just chatting, I can’t seem to break away. |
| I don’t waste a single minute over-supervising. | 5 | 4 | 3 | 2 | 1 | Over-supervising is killing my time-management plan. |
| I schedule my appointments so that I waste no time waiting. | 5 | 4 | 3 | 2 | 1 | I often keep either myself or others waiting. |
| I stay motivated until I go home. | 5 | 4 | 3 | 2 | 1 | “Afternoon drag” slows me down to a crawl. |
| I socialize on the job only after the day’s objectives have been reached. | 5 | 4 | 3 | 2 | 1 | I look for opportunities to socialize and escape from work. |
| I counsel my employees but never become over involved. | 5 | 4 | 3 | 2 | 1 | Every time I counsel and employee, I become over-involved. |
| I avoid mistakes by working steadily at an even tempo. | 5 | 4 | 3 | 2 | 1 | I make foolish mistakes by hurrying to catch up. |
| My priority list and general attitude eliminate crisis management. | 5 | 4 | 3 | 2 | 1 | I’m always putting out fires and operating in crisis. |
| I maintain a highly efficient personal filing and organizing system. | 5 | 4 | 3 | 2 | 1 | My filing and organization system is a time-wasting mess. |
| I ask for help with tough problems that consume time. | 5 | 4 | 3 | 2 | 1 | I would rather solve my own problem no matter how long it takes. |
| I attend only those meetings which have clearly defined objectives to which I can make a significant contribution. | 5 | 4 | 3 | 2 | 1 | I am consistently being dragged into meetings which are ill-defined and do not require my presence. |

Total Points: \_\_\_\_\_

If you scored over 90, you are a highly organized manager and you waste almost no time. If you scored between 70 and 90, you need some slight improvement. If, you scored under 70, you would probably enjoy your work more and improve your future by eliminating some needless, frustrating, time-wasters.

Write down three items with a score of 2 or 1 that you want to work on:

1.

2.

3.