



Time Management Check Sheet – example from the “Art of Managing Time” Workshop.

Here is a list of some characteristics of people’s work which are often symptoms of a time management problem. To what extent do they describe you?	Often	Sometimes	Rarely	Never
List of tasks to do gets longer, not shorter				
Desk is a muddle				
Deadlines are missed				
Poorly prepared for meetings/ appointments				
Tasks get forgotten				
Routine work pushes out important tasks				
Too much time spent on short-term work				
Too little time spent on long-term planning				
Not making progress despite working hard				
Unaware of where time goes				
Working long hours				
Taking a lot of work home				

Please complete and see where your time issues lie.