

Activity: Factors in time management

For each item, identify which one response is most true for you, indicating this with a tick (✓).

Factor	Very true	Sometimes true	Never true
1. I use small pockets of time in the day to sort out minor tasks	☐	☐	☐
2. I get down to work quickly; I am well motivated to start	☐	☐	☐
3. I have timed myself completing the different aspects of larger tasks	☐	☐	☐
4. I know when I have done enough rather than aiming at perfection	☐	☐	☐
5. I say 'NO' when I lack time	☐	☐	☐
6. I delegate work to others when I can	☐	☐	☐
7. I ask for help where possible	☐	☐	☐
8. I have a go rather than worrying too much about getting things wrong	☐	☐	☐
9. I have strategies for starting a task rather than wondering where to begin	☐	☐	☐
10. I keep an effective diary	☐	☐	☐
11. I look at my diary very often	☐	☐	☐
12. I plan my activities in a logical order	☐	☐	☐