

Place a tick ✓ in the relevant column which best represents your time management style

Questions	Rarely	Sometimes	Often
1. Are the tasks you work on during the day the ones with the highest priority?			
2. Do you find yourself completing tasks at the last minute, or asking for time extensions?			
3. Do you set aside time for planning?			
4. Do you know how much time you are spending on the various tasks you do?			
5. How often do you find yourself dealing with interruptions?			
6. Do you use goal setting to decide what tasks and activities you should work on?			
7. Do you leave contingency time in your work plan to deal with 'the unexpected'?			
8. Do you know whether the tasks you are working on are high, medium or low value?			
9. When you are given a new task, do you analyse it for importance and prioritise it accordingly?			
10. Do you get stressed about deadlines and work commitments?			
11. Do distractions often keep you from working on critical and urgent tasks?			
12. Do you find you have to take work home, in order to get it done?			
13. Do you prioritise your 'To Do List'?			
14. Do you regularly confirm your priorities with your line manager/headteacher?			
15. Before you take on a task, do you check that the results will be worth the time put in?			
TOTAL =			

- Total up each column's response.
- Analyse and reflect on the outcomes from this exercise.
- Identify the first three aspects of time management you will target for improvement.

Figure 2.7 Time management self-review audit