



Time Questionnaire

Answer each question by circling the appropriate number.

	Frequently	Sometimes	Rarely	Never
Are you working evenings and weekends?	3	2	1	0
Do you spend less than 5 hours/month on business development?	3	2	1	0
Do you find that you are busy, yet not getting closer to achieving your goals?	3	2	1	0
Do you average less than 5 hours of sleep per night?	3	2	1	0
Are you completing tasks that you do not enjoy and could be delegating?	3	2	1	0
Do you feel stressed when looking at your calendar knowing there is not enough time during business hours to prepare?	3	2	1	0
Do you feel overwhelmed when looking at the amount of tasks on your task list?	3	2	1	0
Are you concerned that you are forgetting tasks/projects or commitments?	3	2	1	0
Total your score for each column:				
Final Score: (add column scores together)				

Final Score Results:

- 24-17 Good news! There are a lot of ways that you could save time and stop feeling overwhelmed!
- 16-9 By making some changes you could make a big difference in the control you feel over your tasks and schedule..
- 8-3 You are doing great! There are a few changes that could elevate your productivity.
- 2-1 Congratulations! You handle your calendar and task management well.