

Superior Performance - Time Management

Science of High Performance Series

Workbook



Thrive*Vance*

Time is a resource just like money, however, it is scarcer.

Think about the past month. For each of the time pressures listed below, indicate how much each has been a source of distress to you.

Score each statement below based on the frequency each apply to you, using the following **Scale: 1= Always; 2= Often; 3= Sometimes; 4= Rarely; 5= Never.** Use the check boxes to select the options.

	1	2	3	4	5
I feel overwhelmed by too many tasks & responsibilities– juggling priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am very busy and impatient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The closer the deadlines the harder I work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have to cope with too many organizational or job task changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am drowning in an overload of information from mail, faxes, Email and the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel pressured by too many demands from clients/boss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I dislike turning over responsibility to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I find it difficult to stay agile, flexible, and resilient and focus on what is important	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worry robs me of time and energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty making decisions affecting my work and the work of associates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am frequently late for appointments or meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My “B” and “C” priorities take so much time that I rarely get to the “A’s”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I put things off until it’s too late, or no longer matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I look at projects as whole, rather than breaking them up into smaller units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am sleep deprived and do not feel rested in the morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that my work does not reflect my vision, mission and values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My behavior is incongruent with what I truly believe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning my day, every day is difficult for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am unable to establish a clear direction & develop personal & career goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I find it difficult to create a health, work and life balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add up your scores from the assessment, and match the totals to the following:

1 to 30	Things may be spinning out of control. You need to change certain behaviors and learn new skills. Strongly consider coaching
31 to 50	You are managing yourself and time to a considerable extent. There is still room for improvement. You will benefit from some training. Consider coaching to help you further develop your self-management skills and learn new strategies.
51 to 100	You are doing a great job managing your time and life. Congratulations! Training may help you achieve higher levels of performance.

NOTES

Considering the areas where you selected 'Always', 'Often', or 'Sometimes' in the above assessment; what is the one thing you're going to do to improve them?

There will never be time to do *everything*...
But there is always enough time to do the
most important thing

List your personal, professional, financial, health & fitness goals. If you have already completed the Goal Setting program, then you can just copy your most important goals over to this page, if you like. Make sure the goals you list below are SMART goals.

Now prioritize the above goals by assigning them numbers. Where 1 would be the first goal you would like to focus on

Reflect and identify which time wasters are challenges you need to overcome

What are you going to do about them?

Based on the scores from the assessment, and what you've learned, list what action/s you are going to take immediately to improve managing your time.

“If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first”

Mark Twain



ACTION PLAN

DATE: _____

	ACTION	COMPLETION DATE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		



Goal Setting

“Whatever the mind can conceive and believe it can achieve”

Napoleon Hill