

Your Professional Time

Section 1

The questions in this section are for professionals who work in a location outside of their home. If you work from home, skip to Section 2.

The time between when I get up in the morning and when I leave the house is:

- Relaxed, organized, not stressful.
- A bit hurried, but I usually get out on time.
- Fairly crazy; I'm late a lot.
- A race with the clock; I usually lose.

I usually arrive at work:

- Relaxed, organized, ready-to-go.
- A little harried, but not too bad.
- Pretty frazzled, and then I have a whole day of work ahead of me!

When I first arrive at work:

- I immediately get distracted by others.
- I immediately get distracted on my own.
- I get right to work on the most appropriate task.
- I get right to work, but usually not on the task I should be doing first.

When I get to work, I start first on:

- Checking my email.
- Organizing my day.
- The most urgent task.
- The hardest task.
- The easiest task.
- Whatever catches my eye first.
- I usually get grabbed by someone the minute I walk in the door.
- Other:

I take work home:

- Often.
- Occasionally.
- Rarely.

Section 2

The questions in this section are for people who work *from home*. If you work *outside of your home*, skip to *Section 3*.

When it's time to get started on work, I find that I:

- Get right to it.
- Sometimes have a hard time getting to it.
- Often find that there is something that distracts me from sitting down to work.
- Getting started working is a frequent and serious problem for me.

Because I live at my workplace:

- I never seem to get away from my job; there are no boundaries between my personal life and my professional life.
- Sometimes the boundaries between job and home are a bit blurred, but not always.
- I'm pretty good at separating my work life and home life.

When I begin my workday, I start first on:

- Checking my email.
- Organizing my day.
- The most urgent task.
- The hardest task.
- The easiest task.
- Whatever catches my eye first.

Other:

When I start working in the morning, I:

- Get right to work on the most appropriate task.
- Get right to work, but usually not on the task I should be doing first.

Section 3

The questions in this section are for all professionals.

When I leave work, or finish for the day, my desk is usually:

- Cleared off or at least tidy.
- A disaster.
- Something in between.

I generally do things that need to be done:

- When they become urgent.
- When I'm in the right mood or it feels like the right time; it works well for me.
- When I'm in the right mood or it feels like the right time, but it doesn't work well.
- I plan ahead and get them done in a timely fashion.

When my boss or a customer asks me to do an optional task that I don't want to do or don't have time for, I:

- Say yes anyway, but then don't do it or only do it partway.
- Say yes anyway, and do it well.
- Generally say no unless I think it is really important that I say yes.
- Say no to everything I don't have the time to do.

When asked by a peer to do something that is not my job, I usually:

- Weigh the situation first, including my workload, then say yes if appropriate.
- Say yes most of the time, even if I don't have time.
- Sometimes say yes, even if I don't have time.
- Just say no.

I delegate tasks that are appropriate to be delegated:

- Often.
- Sometimes.
- Rarely.
- Never.
- N/A.

I generally:

- Bite off more than I can chew.
- Am a good judge of taking on what I can accomplish.
- Avoid taking on any additional tasks because I fear becoming too busy.

Regarding distractions: (check all that apply)

- If people drop into my office or cubicle to chat, I usually talk with them even if I'm busy.
- If people drop into my office or cubicle to chat, I'm good at keeping it brief if I am busy.
- I always answer my desk phone or cell phone when it rings.
- I check who's calling, then only answer if necessary or convenient.
- I often welcome distractions because I'm avoiding what I should be doing.
- Distractions are a real problem for my productivity.
- Distractions are somewhat of a problem for my productivity.
- Distractions aren't a problem for me.

Regarding working on specific tasks: (check all that apply)

- I avoid tasks I don't like.
- I avoid tasks my boss assigns that I think are stupid or irrelevant.
- I avoid getting started on big projects.
- I can have a hard time getting started on things even when I enjoy them.
- I save the tasks I like the least for last.
- Other:

Regarding work-related phone calls:

- I return most work-related phone calls within 24 hours.
- I eventually return most work-related phone calls.
- I rarely return work-related phone calls.

Regarding reading email:

- I read my email as soon as it lands in my inbox; it is a job requirement.
- I read my email as soon as it lands in my inbox; it's not a job requirement and it interferes with my work.
- I read my email as soon as it lands in my inbox; it's not a job requirement and it's not a problem for me.
- I check my email a lot; it interferes with my work.
- I check my email a lot; it isn't a problem for my productivity.
- I check my email at a few prescribed times during the day.

Regarding work-related emails:

- I return most work-related emails as soon as I read them.
- I return most work-related emails within 24 hours.
- I rarely return work-related emails.

Regarding personal emails that arrive during work time:

- They are significantly interfering with my work productivity.
- They are somewhat interfering with my work productivity.
- They are not interfering with my work productivity.
- I don't read them at work.

Regarding work-related paperwork:

- I keep up pretty well with work-related paperwork.
- I'm usually a little behind in work-related paperwork.
- I'm usually fairly behind in work-related paperwork.
- I'm so behind I don't even know where to start.

Regarding getting to meetings and appointments, I usually get there:

- Before they start.
- Just as they start.
- Up to 5 minutes after they start.
- More than 5 minutes after they start.

I feel most energetic and productive: (check all that apply)

- Early morning.
- Mid- to late morning.
- Right after lunch.
- Mid- to late afternoon.
- Right after dinner.
- Late at night.
- Rarely or never.

If you think you waste too much time at work, what are the biggest problems for you? (Select as many as apply, but rank in order: 1= worst problem, 2= second worst problem, etc.)

- Distracted by internet (personal email, social networking, web-surfing, online games, etc.)
- Distracted by co-workers
- Difficulty sitting still; I'm always finding reasons to get up and move around.
- Distracted by cell phone, texting, etc.
- Find myself daydreaming, or have a hard time focusing
- Dislike a lot of the tasks I have to do
- Other:

I feel like work intrudes on my personal life:

- Often, but that's fine with me.
- Often; I don't like it.
- Occasionally.
- Rarely.

Overall, on a scale of 1-10 where

1 = "I use my time at work very productively," and
10 = "I use my time at work very poorly,"

I would give myself a rating of:

What priority level would you give to making changes to your professional time management?

- High priority Medium priority Low priority