

**Use the following self-assessment to reflect on your ability to manage time, and plan and prioritise your work.**

**Step one:** Circle your response to each statement

#	Statement					
1	I am stressed about deadlines and commitments	Seldom 1	2	3	4	Often 5
2	I spend most of my time working on the highest priority tasks	Seldom 1	2	3	4	Often 5
3	I know how much time I need to spend on my various tasks	Seldom 1	2	3	4	Often 5
4	I get distracted from my most critical tasks	Seldom 1	2	3	4	Often 5
5	I use a prioritisation tool to analyse the importance of my tasks and deliverables	Seldom 1	2	3	4	Often 5
6	I leave contingency times in my schedule to deal with the unexpected	Seldom 1	2	3	4	Often 5
7	I set aside time for planning and scheduling	Seldom 1	2	3	4	Often 5
8	At any given time I know whether the work I'm doing is low, medium, or high value	Seldom 1	2	3	4	Often 5
9	I know how my work aligns with my team's and organisation's strategic objectives	Seldom 1	2	3	4	Often 5
10	I find myself completing tasks at the last minute or needing extensions	Seldom 1	2	3	4	Often 5
11	I confirm priorities with key stakeholders and understand the reason for doing the work	Seldom 1	2	3	4	Often 5
12	I know how my work fits in with my long-term career goals	Seldom 1	2	3	4	Often 5
13	I consciously look for ways to work effectively and efficiently	Seldom 1	2	3	4	Often 5
14	Before starting a task I check that the effort will be worth the results	Seldom 1	2	3	4	Often 5
15	I work with my team and key stakeholders to develop priorities and schedules	Seldom 1	2	3	4	Often 5

**Step Two:** Add your scores for each of the statements (i.e. 1 = 1, 4 = 4), *except for statements 1, 4, and 10*. For those questions, reverse the scale (i.e., 1 = 5, 4 = 2, etc.). Reflect on your total score using the feedback below.

**Feedback:**

**Score: 15-34**

Although your score may be at the lower end, the important thing now is to take action to ensure that you boost your performance. Contact achieving SYNERGY to discuss your options for further development.

**Score: 35-54**

You're doing okay, *and* you could benefit from some further training and coaching. Achieving SYNERGY can provide you with the resources you need to develop as a leader while developing your entire team. Call us or browse the website for more info.

**Score: 55+**

Good work! You seem to have consistent and solid self-management skills. That said, we at achieving SYNERGY firmly believe in continual improvement. Reflect on your weakest areas and create a plan to develop those areas further.