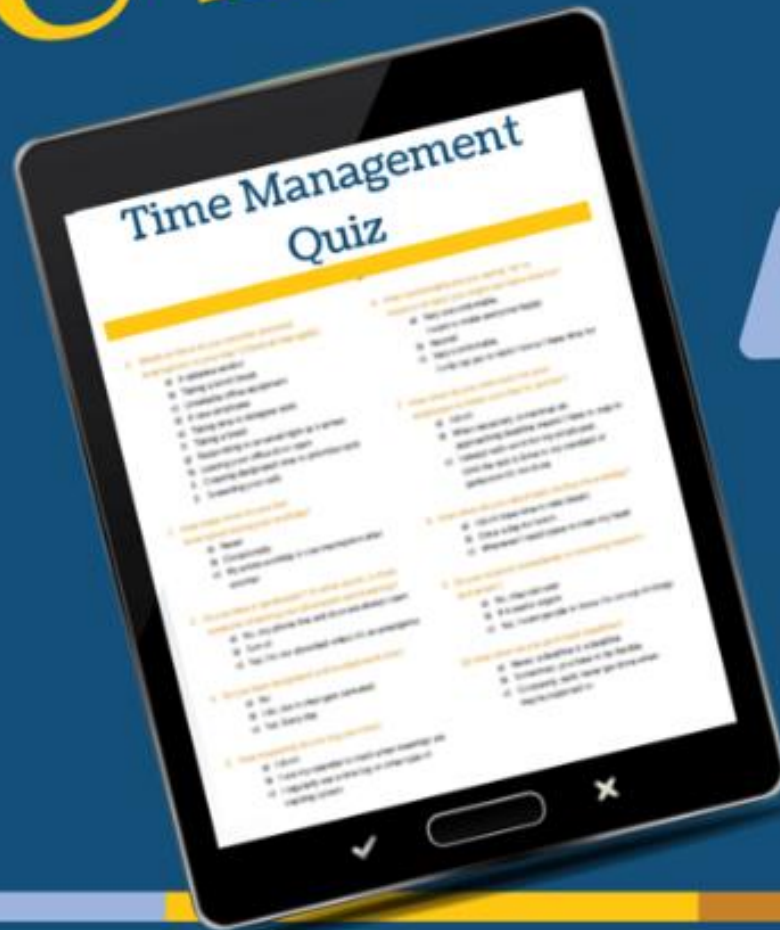


Take the
QUIZ!



*Discover Your
Time Management
Score*

Your Time Management



Self-Assessment

Discovering your time leaks



Vania Clark Butler

EMyth Business Coach

www.automatingsuccess.com

Why is Time Management important?

Time is an irreplaceable resource. Effective use of your time, more than any other habit, will increase your productivity and your effectiveness as a leader.

Time Management will help you:

- ∞ Create the ideal life-work balance
- ∞ Enjoy your work more
- ∞ Take responsibility for your choices

The Assessment will help you:

- ∞ Identify how well you're managing your time
- ∞ Think about how your time management might be affecting your life

Key Points:

Effective time management is a matter of establishing habits that make the best use of your time and minimize the effect of Time Bandits—things that suck your time away from what's important in your life.

It's important to understand how much of your time is spent on productive activities that directly contribute to the results you want, and how much of your time is spent unproductively.

Tracking and analyzing the way you spend your time—objectively looking at your habits and deliberately choosing more productive habits—enables you to create an ideal daily routine.

The ideal daily routine is a daily objective—the way you want your day to unfold. It's a guideline, not an inflexible template.

Don't feel that time management will make you distant or restrict your employees' access to you. Their access to you will actually increase, and your personal and professional impact on them will improve.

Instructions:

Print the assessment on the next page to complete it and review your score.

Quiz: What's Your Time Management Score?

1. Which of these do you consider potential

interruptions in your day? (Check all that apply)

- a) A talkative vendor
- b) Taking a lunch break
- c) Unreliable office equipment
- d) A new employee
- e) Taking time to delegate tasks
- f) Taking a break
- g) Responding to an email right as it arrives
- h) Leaving your office door open
- i) Creating designated time to prioritize tasks
- j) Screening your calls

2. How many times do you feel

interrupted during your workday?

- a) Never
- b) Occasionally
- c) My entire workday is one interruption after another

3. Do you have a 'gatekeeper'? In other words, is there someone screening your phonecalls and meetings?

- a) No, my phone line and door are always open
- b) Sort of
- c) Yes, I'm not disturbed unless it's an emergency

4. Do you have designated undisturbed work time?

- a) No
- b) I do, but it often gets canceled
- c) Yes. Every day

5. How frequently do you log your time?

- a) I don't
- b) I use my calendar to track when meetings are
- c) I regularly use a time log or other type of tracking system

6. How comfortable are you saying 'no' to

requests or tasks you might not have time for?

- a) Very uncomfortable, I want to make everyone happy
- b) Neutral
- c) Very comfortable, I only say yes to tasks I know I have time for

7. How often do you redo tasks for your employees to make sure they're 'perfect'?

- a) I don't
- b) When necessary, sometimes an approaching deadline means I have to step in
- c) I always redo work for my employees. Until the task is done to my standard of perfection it's not done

8. How often do you take breaks during the workday?

- a) I don't have time to take breaks
- b) Once a day for lunch
- c) Whenever I need space to clear my head

9. Do you respond immediately to incoming requests and emails?

- a) No, they can wait
- b) If it seems urgent
- c) Yes, I want people to know I'm on top of things

10. How often do you push back deadlines?

- a) Never, a deadline is a deadline
- b) Sometimes, you have to be flexible
- c) Constantly, tasks never get done when they're supposed to

MY SCORE: _____

Answer Key: #1: Add one point for each of these letters selected: A, C, D, G, H #2, 3, 4, 5, 6, 7, 8, 9, 10: Add one point if you chose "A", three points for "B", five points for "C"

What Next?

Ideas are great, but if there's never any time to work on them, they never get done and simply add to a big list of never-got-tos. You know this creates regret and no sense of control. But it doesn't have to be this way. Here are some next steps to help you get more control of your time.

- **Track** your time for the next week.
- **Categorize** your time by type of activity.
- **Analyze** your time management.
- Set up your **ideal daily routine** and establish the habit of daily priority setting.
- Identify your “**Time Bandits**” and adopt the “**Time Bandit Buster**” practices to eliminate them
- Periodically **monitor and improve** your time management.

Vania Clark Butler

EMyth Certified Business Coach

Hello... I believe “your time is your life” and I love to create high-priority dependable systems that help you leverage your time for higher business performance and enhanced quality of personal life. I’m a small business champion, in your corner and always looking for opportunities to improve how your business serves your life, and the lives of your employees and your customers. This is my invitation to you to join me and work together to develop your high performance team and keep operations running smoothly!

Phoenix, Arizona USA

Phone: 800-863-8013

Email: vclarkbutler@coach.emyth.com

**Schedule a free strategy session
to talk about your Time Management:**

automatingsuccess.com/emyth



The **BAD** NEWS is

TIME FLIES,

The **GOOD**
NEWS is

« YOU'RE THE PILOT. »



**Michael Altshuler,
Author**