What Kind of Time Manager Are You?

Purpose: *Use this job aid to help you identify your own time management "personality".*

Time Management Personality	Behaviors	Strategies
Social	Motivated when their time is spent on team-based tasks, and often prioritize tasks that bring people together. One potential drawback is a tendency to focus so much on helping others, that they lose focus on their own mission-critical tasks. They may also defer too much to others' priorities instead of setting their own.	Use your social nature to help others find solutions that work well for everyone. Encourage a unified, collaborative approach to getting tasks done.
Analytical	Motivated by spending time following established processes, and often prioritize tasks that organize effort and create workflow efficiencies. May fall behind schedule because they want everything to be perfect, and can tend to focus too much on tasks and processes and not enough on timeframes and people.	Ensure that things are done correctly the first time to reduce time spent redoing tasks. Adhere to established processes and metrics to help others stay on time and on task.
Driving	Motivated when their time can be spent completing tasks, no matter how big or small, and often relish taking on new challenges. May sometimes take on too much work, to the point where work quality suffers or little jobs slip through the cracks. May also disregard process in favor of progress.	Leverage your drive to push yourself or your team through roadblocks and stagnation to get things done. Volunteer to take on extra tasks or multiple projects, especially less desirable ones that others don't want to do but must get done.
Inspirational	Motivated by generating ideas with others. Prioritize tasks that involve establishing a vision that lays the groundwork for future success. May become distracted by non-mission-critical tangents just because they seem interesting, and often sidetrack others with unrealistic plans or ideas.	Inspire others to think of more effective and efficient ways of doing things. Find innovative ways to maximize limited time and resources.

Time Management Quiz: How Do You Manage Your Time?

Number	Statement	Not at All (1)	Rarely (2)	Sometimes (3)	Often (4)	Very Often (5)
1	The tasks I work on are the ones with the highest priority.					
2	I find myself completing tasks at the last minute, or asking for extensions.					
3	I set aside time for planning and scheduling.					
4	I know how much time I spend on each of the various tasks I do.					
5	I find myself dealing with interruptions.					
6	I use goal setting to decide what tasks and activities I should work on.					
7	I leave contingency time in my schedule to deal with "the unexpected".					
8	I know whether the tasks I am working on are high, medium, or low value.					
9	When I am given a new assignment, I analyze it for importance and prioritize it accordingly.					
10	I am stressed about deadlines and commitments					
11	Distractions keep me from working on critical tasks.					
12	I have to take work home in order to get it done.					
13	I prioritize my To Do list or Action Program.					
14	I confirm my priorities with my boss.					
15	Before I take on a task, I check that the results will be worth the time put in.					

*Quiz adapted from www.mindtools.com

Score	Comment
15-30	Ouch. The good news is that you've got a great opportunity to improve your effectiveness at work, and your long term success! However, to realize this, you've got to fundamentally improve your time management skills.
31-45	You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues, and you'll most likely find that work becomes much less stressful.
46-75	You're managing your time very effectively! Still, there are always areas to improve. Which are yours?

Question Breakdown
Goal Setting (Questions 6, 10)
Prioritization (Questions 1, 4, 8, 13, 14, 15)
Managing Interruptions (Questions 5, 9, 11, 12)
Procrastination (Question 2)
Scheduling (Questions 3, 7)

Notes