



# TIME ROBBERS

## Rating System: 1-5

1. Not at all like me   2. Somewhat like me   3. A fair bit like me   4. Almost always   5. That's me!

|     | Problem                                        | Score |
|-----|------------------------------------------------|-------|
| 1.  | I procrastinate                                |       |
| 2.  | I don't put enough time into planning          |       |
| 3.  | I have too few clear-cut objectives            |       |
| 4.  | I let myself get too immersed in details       |       |
| 5.  | I do not have my projects properly prioritised |       |
| 6.  | I have too many telephone/ interruptions       |       |
| 7.  | I lack self-discipline                         |       |
| 8.  | I don't say 'no' often enough                  |       |
| 9.  | I let myself socialise too much                |       |
| 10. | I spend too much time reading 'junk' emails    |       |
|     | <b>TOTAL</b>                                   |       |

*Goal - Current Status - 20 or less*