

Self-Assessment: Advanced Time Management

“Only through experience of trial and suffering can the soul be strengthened, ambition inspired and success achieved.”

– Helen Keller

Write today's date here: _____

Now, think back on the past 3 months and rate yourself by answering YES or NO to each prompt.

Subtotal your NO responses and review the analysis on page 5. Return to the assessment later this month and evaluate your improvement.

| A. WORKING PRODUCTIVELY, FOCUSED ON PRIORITIES | YES/NO |
|--|--------|
| I have updated a WRITTEN list of goals in the past 90 days. | |
| I have tracked my time in 30-minute increments for 3 consecutive days. | |
| I practice the “30/30 Rule” the Womacks teach in the book <i>Get Momentum</i> . (See pages 70-71.) | |
| I have a place I can go daily to work without distraction. | |
| TOTAL NOs for PRODUCTIVITY and PRIORITIZATION | |
| <i>End of Month Total</i> | |
| B. WORKFLOW PROCESSES AND PERSONAL ORGANIZATION | YES/NO |
| I know when I'm at my best, and I set myself up to win daily. | |
| People I work with know the best time and way to interrupt me. | |
| I'm in control of my email, task list, calendar and instant messaging systems. | |
| I feel organized, that things are in their place at the office and in my home life. | |
| TOTAL NOs for PROCESSES and ORGANIZATION | |
| <i>End of Month Total:</i> | |

Self-Assessment: **Advanced Time Management** (continued)

| C. At Your Desk and Collaborating | YES/NO |
|---|--------|
| I am confident that my team knows our priorities this quarter. | |
| I have a process and system for regularly acknowledging progress. | |
| At work and at home, we meet monthly to plan 90 or more days into the future. | |
| People I work and live with share a common definition of time management. | |
| TOTAL NOs for DESK WORK and COLLABORATION | |
| <i>End of Month Total:</i> | |



Return to this self-assessment at the end of this course.

Respond to each prompt again to identify where you've improved, and **where you still need to focus!**

The **ONLY** real reason for you to manage time better is to schedule longer stretches of free blocks of time to work on your Most Important Things.

(Read that sentence again.)

This “current-snapshot” assessment will provide you with specific things to discuss and focus on throughout this Get Momentum course: **Advanced Time Management.**

Self-Assessment Analysis

Jason defines *time management* as:

“Staying on the focus line longer, expanding the number of minutes between distractions.”



Working Productively, Focused on Priorities

If you have a lot of NO responses in Section A, it's time to rethink what you're working on and how efficiently you're getting things done.

This is all about your ability to stay on task and resist the temptation to retreat, step away, or succumb to distractions. It's time to pick up and practice some solid strategies for staying in the game, even when you're fatigued or don't know all the answers. Outlining projects in advance, limiting distractions, and removing interruptions can help you increase your task focus.



Workflow Processes and Personal Organization

If you have a lot of NO responses in Section B, you need to review your systems and make better plans for being productive.

It may be time for you to slow down and reevaluate how you can maximize your focus and daily productivity. The activities in this course will help you find new ways to tackle your to-do list with a clear intention and take full advantage of newfound opportunities to get more done.



At Your Desk and Collaborating

If you have a lot of NO responses in Section C, now is your time to expand your own effectiveness by collaborating more effectively with others.

Use the activities in the Course Work to make the most of your team (and family!) and use collaboration as a powerful accelerant for your ideas.