



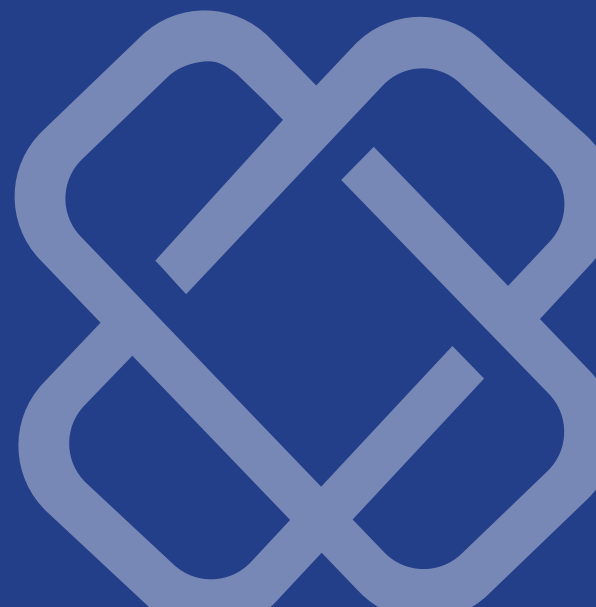
**TIME**

# **Skill Assessment**

Treasure Your Most Finite Resource



**CreatingEdge**





## Time Performance Skill Assessment – Scale of 1-5

1. I value every element of my time – whether it's by \$ value, team engagement or opportunity cost vs higher priorities – I look at my time strategically by value.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

2. My priorities drive my time allocation. I know what my highest priorities are & I schedule time to complete them before anything else.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

3. I allocate time in my calendar to limit free space. I time blocking important activities, free time, regular meetings & limit the free space in my calendar for others to claim.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

4. I feel very comfortable saying NO to anything not aligned to my priorities – I question everything & only do what is important to my goals & objectives – saying NO to the rest.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

5. I block my most productive time during the day – my PEAK time & don't allow anything else to interfere or take its place. It's my distraction free focus time.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

6. I confirm all appointments in advance to ensure everyone is available for each scheduled meeting or appointment – my schedule is always confirmed.

1                      2                      3                      4                      5  
Strongly Agree    Somewhat Agree    Neutral    Somewhat Disagree    Strongly Disagree

Score:

