TIME Skill Assessment

Treasure Your Most Finite Resource





Time Skill Assessment



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.	, .	ve my time allocati complete them b		w what my highest p hing else.	oriorities are & I
	1	2	3	4	5
	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
					Score:
3.				pace. I time blocking space in my calendar	
	1	2	3	4	5
	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
					Score:
4.	-		•		priorities – I question – saying NO to the rest.
	1	2	3	4	5
	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
					Score:
5.	-	•	_	day – my PEAK time traction free focus tir	& don't allow anything me.
	1	2	3	4	5
	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
					Score:
6.		ointments in adva ointment – my scho		-	lable for each scheduled
	1	2	3	4	5
	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
					Score:



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7.	I utilise downtime by focusing on personal or professional self-development vs scrolling
	needlessly on my smartphone.

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

Score:

8. I seek to shorten appointments & lead by challenging the amount of time being set aside for each meeting or appointment - I don't treat 30 or 60 mins as the norm.

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

9. I never have back-to-back meetings or appointments, I always schedule buffer time in between commitments to collect my thoughts & have a break.

12345Strongly AgreeSomewhat AgreeNeutralSomewhat DisagreeStrongly Disagree

Score:

Score:

10. I share my calendar/schedule broadly & communicate with others my commitments to enhance transparency & understanding of my activities (that aren't sensitive).

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

Score:

Total Score:

Result:

Score each question based on your activities today & add up your score from the 10 key elements of time to explore your opportunities to enhance your performance.

- **33-50** You need support in how you manage your time. Implementing the content of this course will significantly enhance your performance on a daily & weekly basis & you will feel much more in control of your time don't delay.
- **17-33** Sounds like you are making good progress in time leadership. This course is extensive & you will find additional steps to perform better. Whilst not urgent, you may look at options in the course to take the next step in raising your performance.
- **0-17** Congratulations you are on top of managing your time & performing positively. You may find the more specialised elements of this course enhance your way of working & take it to the next level.

