

Time-Use Self-Assessment

Rate yourself on how well you implement the time-management principles below using a scale from 1 (poor) to 5 (excellent).

1. I spend most of my time working on what counts. _____
2. I know where my time goes. _____
3. I seldom do what secretaries, paralegals, or more junior attorneys could do. _____
4. I balance my work life and my personal life. _____
5. I plan my day. _____
6. I balance long-range goals and everyday tasks. _____
7. I know what my top priorities are, and ensure that they get accomplished each day. _____
8. I have a task management system to keep track of my work and I use it well. _____
9. I effectively control interruptions from telephone, fax, email, and walk-ins. _____
10. I regularly set aside work time when I'm unavailable to others. _____
11. I handle unpleasant tasks immediately and don't procrastinate. _____
12. My workspace is clear, organized, and conducive to getting work accomplished. _____
13. The meetings I conduct and attend are productive. _____
14. Co-workers can easily find items that I have handled in the past. _____
15. I read legal and work-related newspapers and periodicals in a timely fashion. _____
16. I am always on time and don't miss appointments or deadlines. _____
17. I focus on one task at a time. _____
18. I give myself quality breaks during the day to recharge and re-energize. _____
19. I am usually calm, relaxed, and productive at work. _____
20. In my time away from the office, I can relax because I know work is under control. _____

Areas in which you scored 3 or lower are opportunities for you to develop your self-management skills.