

5A COMMUNICATIVE Managing time

a Read the questionnaire and put a tick in one of the boxes for each statement.

	<i>always</i>	<i>sometimes</i>	<i>never</i>
1 I make a list of things I have to do each week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 I leave things to the last minute.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I turn off my electronic devices (e.g. smartphone) when I'm working on something important.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 I arrive late for meetings or classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 I make time to be with my friends and family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 I do two or three things at the same time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 I deal with difficult or unpleasant tasks straight away.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 I have trouble saying 'no'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 I control my phone, it doesn't control me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 I skip meals or exercise so that I can work or study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 When I have a lot to do, I prioritize tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 I work or study on my days off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 When I'm travelling or waiting, e.g. for an appointment, I use the time to work or study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 I'm stressed about the deadlines I have to meet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 My desk is tidy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 I ask for extensions to deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 I open any emails / messages as soon as they arrive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Thinking about the things I have to do worries me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 I know the time of day I'm most productive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 I find it difficult to find time to relax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b Compare with a partner. Give examples to explain your answers.

c Work out your score and read your description. Do you agree?

FOLD

Scoring system

odd numbers *always* = 2 points
sometimes = 1 point
never = 0 points

even numbers *always* = 0 points
sometimes = 1 point
never = 2 points

0-17 You're a terrible time manager and really need to organize your time more effectively. How about setting yourself some goals and planning what to do each week? If you do this, you'll be able to see what you're doing with your time and you'll know what exactly needs to be done. You'll make more efficient use of your time. Honestly!

18-30 You sometimes have trouble finding time to relax and switch off from the stress of everyday life. How about developing some new strategies to help you with this? You could start by programming times during the day which are dedicated to checking / answering emails and messages (stick to those times!), or take up yoga or meditation. You'll soon notice the difference and find that you're more relaxed and making more efficient use of your time.

31-40 Congratulations! You're an excellent time manager and you really do know how to organize yourself and your time effectively. You know exactly where you're going and what needs to be done on a daily, weekly, and yearly basis. Keep on doing what you're doing!