



Where does your time go?

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**Time & Priority: Where does your time go?**

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<p>1. When do you plan what to do today? What to do this week? What to do this month?</p>	
<p>2. How do you put priorities on your planned tasks or do you do them as they come up?</p>	
<p>3. Can you usually finish what you planned to do within the time that you allocated?</p>	
<p>4. What percentage of your time is spent coping with crises or unexpected matters?</p>	
<p>5. Can you manage to stop interruptions from upsetting your work and your plans?</p>	
<p>6. How much time do you spend on paperwork?</p>	
<p>7. What proportion of your time spent at meetings is productive?</p>	
<p>8. When in the day do you get interrupted most? When in the week do you get interrupted most?</p>	

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9.	<p>When in the day do you get interrupted least?</p> <p>When in the week do you get interrupted least?</p>	
10.	<p>Do you choose how to use your time, or are other people “pulling your strings?”</p>	
11.	<p>When you really want to say ‘no’ to colleagues can you usually do it?</p> <p>How about bosses?</p>	
12.	<p>“I can do it quicker and better, so delegation may waste my time.” Is this true for you?</p>	
13.	<p>What task do you tend to put off?</p> <p>What do you tend to avoid altogether?</p>	
14.	<p>When is your most productive time of day?</p> <p>When is your least productive time of day?</p>	
15.	<p>If fortune magically gave you another hour every day, what would you do with it?</p>	

MTD Training

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