



# My Time Management Style: The First Step to Accomplish More in Less Time





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### Find Out How Well You Control Your Time

Are you a good time manager or do you find yourself struggling to meet time commitments? Different people have different ways of managing their time. Identifying your own time management style will help you focus on your strengths and understand the key to your productivity.

This test will help you uncover your own Time Management Style. **Please rate all the items below on a scale of 1-5, 1 being least likely and 5 being most likely.** Please choose one number and do not right a decimal such as 3.5. Select the answer that best represents your feelings, thoughts, and actions at this point of time (and not how you would want it to be in future). After completion, **Add the sum of your responses to arrive at your total score.**

← 1(Least Likely) 5 (Most Likely) →

#### Statement

#### Response

1.	Before starting my day, I have a view on what are the top two-three tasks I want to accomplish during the day.	
2.	I always have a 'To-do' list for my day.	
3.	Most days, I know exactly the tasks that I need to carry out during the day to make it successful.	
4.	When some unplanned/unforeseen activities come up during the day, I am able to make room for it in my schedule without getting hassled.	
5.	My work calendar is updated with my tasks and availability on most days.	
6.	I have some available slots for planning and organising during work hours in my work-calendar on most days.	
7.	I finish my work tasks during office hours on most days, and do not need to put extended hours.	
8.	I do not take work home after work hours on most days.	



9.	On most weekends, I keep off from work.	
10.	I am able to manage distractions and stay focused on my tasks during the day.	
11.	I am able to accurately estimate how much time I require to complete most of the tasks on my 'To-Do' list on most days.	
12.	I am able to easily locate my stationery, documents etc. on my work desk when I need them.	
13.	I am able to easily find past documents, memos, emails, archives etc. of past work in my laptop/desktop when I need to refer to them.	
14.	I do not usually stress about deadlines and commitments, confident that I will be able to meet them.	
15.	I prioritise my 'To-Do' list on most days, and know which are the tasks that I need to accomplish first, next and so on.	
16.	In case unforeseen contingencies arise during the day, I rejjig or modify my 'To-Do' list to take the same into account.	
17.	I keep time for 'important' tasks in my schedule; it doesn't have only 'urgent' tasks on most days.	
18.	Where required, I confirm my priorities with my boss before starting to work, and ensure that both of us are on the same page.	
19.	I focus on one task at a time and move on to the next task only after completing the one I am currently working on.	
20.	I do not say 'Yes' to everything but check my schedule and priorities before committing for a new task.	
21.	On most days, I feel that I have been productive during the day.	
22.	I am able to find time for all my personal priorities- family, self-development, recreation and relaxation activities etc.- during the week, on most weeks.	
23.	I have screened my email/phone notifications to minimize distractions.	
24.	I try to do the most important tasks during my most energetic period during the day.	
25.	My actions are determined primarily by me, not by circumstances or other people's priorities.	





## Score Key

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### **Total Score 90-125: You are a Perfectionist Time Manager**

You plan your day and have the To-Do list ready. You are able to prioritise your tasks and focus on your priorities without distraction. You understand the intricacies of a task and produce very high-quality work. However, you spend too much time on the details and engage in an endless pursuit of making everything just right. As a result, you finish work very close to deadlines and tend to micromanage your team.

#### **Tips to Increase Your Productivity:**

- Take on fewer projects at a time
- Audit your time to avoid getting caught up in meaningless details
- Delegate more lower priority tasks to other team members

### **Total Score 51-89: You are a Big Picture Time Manager**

You are clear about your priorities and look at the big picture before deciding your tasks and priorities. You also take out time for hobbies and your personal interests and go about planning and organising your work day. You also think on your feet in case of contingencies and able to adjust your schedule quickly. However, you often fail to pay attention to smaller tasks and details and hence the quality tends to suffer.

#### **Tips to Increase Your Productivity:**

- Write down your daily routine
- Collaborate with people who have an eye for detail like the perfectionists
- Communicate clearly and precisely about what you want to accomplish

### **Total Score 25-50: You are an Impulsive Time Manager**

You like to work without a plan. You don't like the idea of creating a routine or creating a task list. You thrive in situations of unexpected challenges but struggle to finish tasks on time without getting stressed or overwhelmed. You also shuffle from one task to another before either task is completed, and find it difficult to do work requiring consistent long-term effort.

#### **Tips to Increase Your Productivity:**

- Incorporate routine, create schedules, prioritise tasks, and remind yourself of your goals
- Eliminate distractions while working
- Use the Pomodoro technique to work in short bursts on prioritised tasks





## Want to Control Your Time to Increase Your Productivity?

You know your time management style and have some quick tips to increase your productivity. Now what?

Is your **job not giving you enough time** to do all that you want to in life? Do you **not have a personal life**?

Are you always **pressed for time**? Do you always have **too much to do in too little time**?

Are you too **busy making a living** to enjoy your life?

# Empower Yourself!

Click on the button below to for a complimentary strategy consultation with me so I can enable you to figure out how to **FIND TIME FOR YOUR PASSIONS** so that you start your day with a smile, every single day of your life!

[I Want to Meet Smita](#)



### About Smita D Jain

Smita D Jain, is a certified Personal Empowerment Life Coach, Executive Coach and Neurolinguistic Practitioner, empowering busy professionals like you to find time for their passions and transform them into pursuits so that you start your day with a smile every single day of your life.

An SRCC and IIM Indore Alumna with 14+ years of corporate journey advising Indian and Global clients in their business strategies and transformation, Smita knows that you need more than strategies to succeed. Through her 'Empower Yourself' Life Coaching Programs, Smita has empowered numerous individuals get better at what they do and live the life of their dreams.

Smita is a speaker on various platforms, corporate conferences and OTT channels. She was amongst the Top 10 trending expert speakers at SpeakIn in 2021 and appeared in the expert speaker panel of Credent TV. Smita has also been featured in leading newspapers like 'The Pioneer' and 'The Daily Guardian' and digital magazines like 'Authority' and 'Brilliant Read'.

You can book a Complimentary Strategy Session with Smita at <https://www.lifecoachsmidajain.com/bookings>. For a Free Subscription to Empower Yourself Newsletter, visit <https://www.lifecoachsmidajain.com/>

