

## Questionnaire: Your Time Management Type

The following multiple choice quiz will help you identify your time management type. The quiz is made up of 15 questions - please answer all questions.

You may find it hard to choose between some of the responses. Pick the response that is most like you most of the time. Don't worry if some of the questions seem repetitive. They are designed to cover slightly different aspects of your behaviour in a variety of situations.

It's important that you respond to the questions honestly, rather than responding how you think you ought to. Also, try to answer in line with your natural responses rather than in the way you may try to behave.

<b>Q1 When working or studying do you...?</b>			
A	Focus on completing tasks in a logical, step by step order	B	Tend to flit between tasks
<b>Q2 When you have work to do, do you ...?</b>			
A	Like to get started on things quickly	B	Often procrastinate
<b>Q3 When starting a project or assignment do you...?</b>			
A	Plan for the short and long term	B	Rarely plan in advance and find the deadline pushes you into starting work
<b>Q4 When working on a project or assignment do you ...?</b>			
A	Structure your time, and like to stick to this structure	B	Handle surprises and last-minute changes easily - and even enjoy them
<b>Q5 What does your desk or workplace usually look like?</b>			
A	Tidy, organised, with everything put away according to your filing system.	B	Untidy, with papers in piles which look random, but you can usually find things.
<b>Q6 When working through a project or assignment do you...?</b>			
A	Work steadily and consistently on it	B	Move into a higher gear as the deadline approaches
<b>Q7 When planning a project or assignment do you...?</b>			
A	Break down tasks into goals and sub tasks, as a means of getting things done	B	Use to-do lists, but frequently re-write lists and often ignore them
<b>Q8 When attempting individual tasks do you...?</b>			
A	Generally follow through consistently	B	Start tasks but not always finish them
<b>Q9 When working do you...?</b>			
A	Prefer to work within rules and structures	B	Feel confined by rules and structures
<b>Q10 When trying to complete a task do you...?</b>			
A	Find you can manage the length of time you spend on a task according to your plan	B	Find tasks often take far longer than you'd estimated
<b>Q11 When working on a project do you...</b>			
A	Like to set and reach goals	B	Change goals as you go along - if you set goals at all
<b>Q12 When starting a project or assignment do you...?</b>			
A	Like to make firm decisions about the project as soon as possible	B	Resist making firm decisions about things too soon
<b>Q13 When working through tasks do you...?</b>			
A	Dislike surprises and interruptions	B	Need surprises and variety to maintain your interest in the work
<b>Q14 When working on a project or assignment do you ...?</b>			
A	Often complete projects step-by-step and in advance of deadlines	B	Act spontaneously and sometimes appear to have no plan of action
<b>Q15 Once you have completed a project do you often feel...?</b>			
A	Satisfied that you have achieved your goals	B	Relieved it is finished but regretful that you didn't start the work sooner

### Scoring

Count up the number of A and B answers you have chosen:

<b>A</b>		<b>B</b>	
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### **Mostly A: Judging**

As a Judging type, you prefer life to be planned and orderly. You generally take a step by step approach to your work. You find it easy to plan work and then to stick to your plan. You have the ability to understand how a task breaks down into sub-tasks, and will then plan to complete the sub-tasks one by one. You are generally able to complete tasks before the deadline, avoiding last minute stress.

You like to know where you are heading with a task and respond well to goals and clear guidelines for your work. You are uncomfortable when things are left open – ended or ambiguous. You prefer to get decisions made and then move on and you resist re-visiting decisions. You don't like surprises and last minute changes when you are involved in a task.

You are naturally a good time manager. You are organised and orderly in your work habits and will have a tidy workspace. You are likely to be good at creating time saving routines, which you are able to sustain over time. You are generally able to see the requirements of a task in advance, and plan accordingly. You are able to work to your own plans and meet any deadlines you set yourself. You are generally able to create clear parameters for your tasks and work within them, rather than being distracted by other options.

Your time management problems are likely to be driven by your need to start everything immediately and a tendency to see every task as equally important. This may lead you to over-schedule yourself and you may struggle to prioritise your work effectively. You may find that your desire to keep things planned reduces your ability to be flexible. There is a danger that you may opt for certainty at the expense of creativity. Your admirable ability to focus may become tunnel vision or inflexibility when taken to extremes. You could struggle to accommodate new information along the way which may undermine the quality of your work. Last minute problems or changes may throw you and make you very stressed. Some Judging types may find that they procrastinate about moving into the completion stages of tasks, because they become too involved in research and struggle to draw a line under the data collection period.

### **Mostly B: Perceiving**

As a Perceiving type, you like flexibility and spontaneity in your life. You are uncomfortable if things are decided before you have had time to explore your options. You may feel restricted by plans and schedules that are too fixed. You prefer a general direction and broad parameters rather than strict guidelines. You like the freedom to adjust things as you work through a task. If new information comes in later on, you will want to re-visit earlier decisions. Your approach to a task is to start it, and then develop a structure as you go along. You either approach tasks in an oblique manner, browsing possible options or you dive straight in without thinking things through. You are better at starting things than finishing them, and although you will generally be able to deliver to deadlines you may struggle to complete tasks in advance. You are at your most productive with the pressure of an imminent deadline. In the final stages of a task, your work rate will increase and you will find your focus.

Your way of working may seem (and sometimes feel) inefficient, however you are able to achieve a huge amount when you face a deadline. You are also flexible and adaptable in your work, which allows you to cope well with changes and last minute problems. Your workspace may seem messy and disorganised, however, what may seem like 'mess' to others, may well be a creative and productive work environment for you. You will probably prefer to have your materials spread around you in sight, rather than filed away carefully.

Your main time management problem is likely to be procrastination and difficulty planning ahead. You struggle to estimate in advance how long a task will take and you may struggle to break down tasks into their component parts. Instead you need to start work on a task before you can understand what is required. Because you prefer to keep things flexible and you can always see other options, it can be difficult to firm up your plans and create clear parameters around the task at hand. You rely on external deadlines to force you to complete work but this may make it hard to manage your time and juggle multiple deadlines.