Name goals, projects, or tasks that you intend to, but have yet to accomplish.

Estimate how many hours you have spent thinking or worrying about each item.

Why haven’t you accomplished each item?

Assess and mark individual ability in each of the following areas on a scale of 1-10 (1 = not satisfied at all, 10 = highly satisfied).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Achieving desired level of overall productivity | Identifying individual values and priorities | Generating effective goals | Capturing ideas & tasks (to-do’s) | Defining specific goal-related tasks | Allocating time effectively | Leveraging technology to enhance productivity |
| 10 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |

What areas of your time management would you like / do you need to work on?

1.

2.