

Time Management Assessment

1. How much time do you spend watching TV each week? _____
2. How much time do you spend on the computer daily? _____
 - a. How much on email daily? _____
 - b. How much time do you spend on Facebook daily? _____
 - c. How much time on other social media? _____
 - d. How much time do you spend playing online games daily? _____
 - e. How much time do you spend shopping online weekly? _____
 - f. How much is work vs. pleasure?

 - g. On which sites do you spend your time?

3. How much time do you spend reading daily? _____
4. How much time do you exercise weekly? _____
5. How often do you go out with friends weekly? _____
6. When was your last vacation? _____
7. How often do you go out with your partner/family for fun? _____
 - a. Where do you like to go?

 - b. What do you like to do?

8. Do you have hobbies? _____
9. How much time talking on the phone daily? _____
10. How much time texting daily? _____
 - a. When do you text? _____
 - b. Where are you when you text? _____
11. Do you take care of someone? _____
 - a. How many hours each week? _____

12. How much time on personal development/classes each week?

13. How much fast food do you eat each week? _____

14. How often do you eat a cooked meal at home each week? _____

15. How much time do you spend in the car driving each week? _____

16. How do you plan your day? _____

17. If you own your own business, how much time do you spend on admin work?

18. If you own your own business how much time do you spend networking/prospecting each week? _____

19. If you own your own business how much time do you spend “working on your business”? _____

20. What is your biggest priority?

21. What is your biggest challenge?
