

COULD YOUR TIME MANAGEMENT SKILLS USE IMPROVEMENT*

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TAKE THIS SELF-QUIZ AND FIND OUT

*Excerpted and adapted from *Creative Time Management for the New Millennium* by time management consultant and author Dr. Jan Yager, page 3 (Hannacroix Creek Books, 1999; \$19.95 paperback; \$28.95 hardcover, available at local or online bookstores or directly from the publisher. Reprinted with permission of Hannacroix Creek Books (URL: www.Hannacroixcreekbooks.com)

To help you determine just how productive you really are, take this five-question self-evaluation. On a piece of paper, or on your computer, answer each question with a *yes*, *no*, or *sometimes*:

1. Do you make a conscientious effort to separate urgent matters from other demands?

Yes____ No ____ Sometimes ____

2. Do you take the time to do enough background research so you can make the best possible decisions?

Yes____ No ____ Sometimes ____

3. Do you allocate at least one hour each day for uninterrupted time for thinking, reading, planning, or creative work?

Yes____ No ____ Sometimes ____

4. Do you spend sufficient time developing and maintaining business and personal relationships?

Yes____ No ____ Sometimes ____

5. Do you work hard to do your best--rather than measuring yourself by a standard equated with unattainable perfection?

Yes____ No ____ Sometimes ____

If you answered *yes* to all five questions, at least on these five issues your time management skills are excellent.

If you answered *no* or *sometimes* to one or more questions, you will benefit by improving your time management skills.

You may already suspect that how you handle your time could be enhanced since you are probably more stressed than you would like to be, busier than usual though getting less done, or finding yourself saying, more and more often, "I just don't have the time."

Read *Creative Time Management for the New Millennium*. You will find knowledge, skills, and help in those pages to give you the competitive edge, and peace of mind, that creative time management provides.

Available at all local or online booksellers including www.amazon.com