



ATTITUDES TO TIME

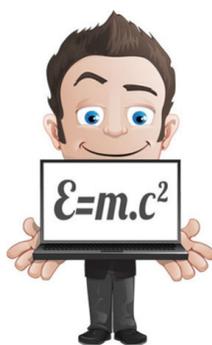
This questionnaire is designed to provide you with some idea of your attitude to time and the likely consequences of that attitude. There are no right or wrong answers so please try to be as honest as you can, but at the same time answer each question fairly quickly.

Please answer all questions. Tick YES if the statement is broadly true for you, NO if the statement is broadly untrue.

1.	I often fail to meet my own deadlines	YES / NO
2.	I often have to clarify instruction which I have already given to others	YES / NO
3.	When I have two tasks to complete, I tend to do the most pleasant task first rather than an unpleasant one which may be just as important.	YES / NO
4.	I spend time doing work which others should be doing.	YES / NO
5.	A day seems dull when there is not at least one emergency to attend to.	YES / NO
6.	I lose interest in things I am doing and do not always finish them before starting on new ones.	YES / NO
7.	I often try to share decision making when I have all the information to do it on my own.	YES / NO
8.	I spend quite a lot of time trying to improve work which I have already done.	YES / NO
9.	I frequently don't find time to write down a plan for what must be done tomorrow.	YES / NO
10.	I often have to leave tasks in the middle because more urgent things come up.	YES / NO
11.	I would rather not make a decision if it involves too many risks.	YES / NO
12.	Much of my time is spent doing or correcting work of other's.	YES / NO
13.	Pressures require me to do too much work in too little time.	YES / NO
14.	People frequently do not seem to understand the instructions I give them.	YES / NO
15.	I tend to put off tasks that can possibly wait until tomorrow, especially if they are rather unpleasant.	YES / NO
16.	I often have trouble keeping track of what is going on in my team.	YES / NO
17.	Often work must be done again because it was not done right the first time.	YES / NO
18.	I should be paying more attention to the jobs in hand.	YES / NO
19.	I often solve problems without necessarily trying to find out their underlying cause.	YES / NO
20.	I have trouble putting my solutions into practice.	YES / NO
21.	I really do not know where problems are likely to develop in my calling.	YES / NO
22.	I like to think about what I will do after my work is done.	YES / NO
23.	I try to solve problems as they occur without spending too much time in understanding them.	YES / NO
24.	I find it quicker to do a job myself rather than explaining to someone else how to do it.	YES / NO

Your dominant style is the one in which you have the highest score. Once you have identified your dominant style you can consider the type of time management problems this style is most prone to, and concentrate your attention on finding solutions to these problems.

Your second highest score may also be important as it is your preferred supportive style. You may well experience some of the time management problems associated with it. These are also worth some attention during the course.



YOUR STYLE	TOTAL
QUICK DECIDER	-
OUT OF FOCUS	-
INDECISIVE	-
DO IT YOURSELF	-

TIME MANAGEMENT STYLES - DEFINITIONS

QUICK DECIDER: Symptoms: 1. Inadequate planning
2. Management by crisis
3. Haste; acting without sufficient information

The quick decider type of manager works on a day-to-day basis. He does not have a daily work plan. Because of this, most of his time is spent 'fire-fighting', rather than anticipating and preventing future problems from developing. Crisis is assumed to be a fact-of-life. Because of the 'emergency' nature of his day, this type of manager works under a lot of pressure and finds it necessary to make snap decisions, often without sufficient information. He frequently prefers this way of working because he feels good being so busy and believes he makes a needed contribution.

OUT OF FOCUS: Symptoms: 1. Lack of effective communications
2. Leaving tasks unfinished
3. Lack of concentration

The out of focus type of manager tries to do too many things at once and ends up doing none of them well. His focus of attention shifts rapidly from one task to another. Consequently, he rarely finishes what he begins. He lacks the self-discipline to stay at one task for long periods. His desk is very often littered with work waiting to be done or finished.

INDECISIVE: Symptoms: 1. Indecision - fear of failure
2. Procrastination
3. Difficulty with problem diagnosis

The indecisive manager hates taking decision: he is fearful of taking risks and the possibility of making mistakes. As a result, he often tries to get others to help him make these decisions, or else puts off the decision for as long as possible. Difficult tasks are usually put off as long as possible because the indecisive manager feels he may not know how to handle them. He often feels he works best under pressure. This reflects a basic failure to recognise the nature of his problems, which leads him to treat the symptoms rather than the cause.

DO-IT-YOURSELF: Symptoms: 1. Lack of delegation
2. Inadequate control
3. Perfectionism

This is the type of manager who likes to do everything himself. He is a perfectionist and likes to see that every detail is finished correctly. He is very intolerant of other people's mistakes, and tends to believe that his subordinates do not have as much competence as he would like. He spends little time developing their talents, however, because he is too busy 'doing' to have time for 'managing'.

SO WHAT NOW?

To find out more about what this all means, to better understand your strengths and weaknesses, and how to apply them in 'Time Management' give us a call on the number below:

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