

# Time Management Outline Questionnaire

Modeled from the Time Management Analysis tool, this questionnaire walks you through the details of the general time management for you to plan an outline of what you feel a time optimized and productive life looks like.

Your Overall Rating:

See page 4 of your TMA report

Name: \_\_\_\_\_

My overall classification is \_\_\_\_\_.

Classifications are Talented, Intelligent, Modest, or Expand

Using the descriptions on page 2 of the TMA, I agree with this designation.

Yes  No  Not Sure

If you answered “No,” check which one you feel best represents your classification.

Talented  Inclusive  Modest  Expand

Using the descriptions on page 2 of the TMA, review the Priority Categories Summation on page 5 and record your designation of Talented, Inclusive, Modest, Expand.

Planning: I agree with the designation of \_\_\_\_\_. Yes  No  Not Sure

Tasks: I agree with the designation of \_\_\_\_\_. Yes  No  Not Sure

Focus: I agree with the designation of \_\_\_\_\_. Yes  No  Not Sure

Organization: I agree with the designation of \_\_\_\_\_. Yes  No  Not Sure

Personal Care: I agree with the designation of \_\_\_\_\_. Yes  No  Not Sure

**Recommendations:**

Answering “No” could mean you misunderstood one or more of the scenarios posed to you when you took the TMA. Not all situations are evaluated equally, depending on how you answered can have a big impact on the final rating. Analyze each category carefully.

Notes/questions on the overall rating.

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# Time Management Outline Questionnaire

## Planning:

See page 6 of your TMA report

My classification is \_\_\_\_\_.

Classifications are Talented, Inclusive, Modest, or Explore

I agree with classification. Yes  No  Not Sure

I need to address the importance personal goal planning and invest time to create, monitor and complete them. Yes  No  Not Sure

**Recommendations:**

Start with crafting your life mission statement, creating the ultimate reason and purpose for your life. From there set a bucket list of major things you would like to do. After that, develop long term goals (2 – 3 years), annual goals (up to 1 year), short term goals (3 to 6 months).

When it comes to meetings, I will always be on time and prepared for them.

Yes  No  Not Sure

**Recommendations:**

Meetings can take up 50% of the business day. If you answered “no” or “not sure” begin to build formal time in your day devoted to nothing but preparation. Add buffer times before and after each meeting to give yourself a chance to start on any follow-up and get what you need together for the next meeting. If possible, ask questions before the meeting. If you don’t know the purpose for the meeting, find out.

Others would say I always get my assignments finished on time and they are completed correctly. Yes  No  Not Sure

**Recommendations:**

If you have answered “no” or “not sure” to this statement, evaluate your current calendar and task process to see what needs to be changed. Ask those around you for ideas and tips to see what modifications might be made to your approach. Invest time learning about the task functions provided through your email and calendar system.

Notes/questions on Planning.

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# Time Management Outline Questionnaire

## Task Administration:

See page 7 of your TMA report

My classification is \_\_\_\_\_.  
Classifications are Talented, Inclusive, Modest, or Expand

I agree with the classification. Yes  No  Not Sure

On most activities, I know I can do more than one thing at a time, simultaneously giving each my full attention. Yes  No  Not Sure

### Recommendations:

If you answered "Yes" to this statement, think for a moment about what that means. Can you read and drive at the same time? Are you able to respond to an email and be fully engaged in a webinar? Studies show multitasking is not possible, given how our brains are wired. Embrace micro-tasking, which is the ability to switch between tasks, giving each your full attention at the time.

I have a system in place that allows me easily to establish, monitor, adjust, and complete all my tasks on or before the due date. Yes  No  Not Sure

### Recommendations:

Take the Task Time Analysis (TTA) report get a clear understanding if your task challenges are the result of personal trials, a lack of structured planning, or loose processes.

I rank my tasks by order of importance and complete them in the same way. As a result, I normally complete them on or before their due date. Yes  No  Not Sure

### Recommendations:

Not all tasks are equal. Task planning ranks the most important to the least, knowing that if all of them do not get complete, you have at least focused on the ones that count, making it easier to forward the rest to another time.

Notes/questions on Task Administration

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# Time Management Outline Questionnaire

## Focus (External):

See page 8 of your TMA report. This section centers on external focus areas.

My classification is \_\_\_\_\_.  
Classifications are Talented, Inclusive, Modest, or Expand.

I agree with the number and classification. Yes  No  Not Sure

I stay productive because I am able to prevent myself from being interrupted by others.  
Yes  No  Not Sure

**Recommendations:**

Complete an Interruption Time Analysis (ITA) assessment and determine if energy needs to be placed in upfront planning, your environment and surroundings, or the way others communicate with you.

There is way too much talking done around me and not enough action, that impacts my ability to do my job well.

Yes  No  Not Sure

**Recommendations:**

Proactively reduce unnecessary talk by seeking answers through targeted talk check-ins. The short-term discussions help you define the terms and conditions to move a project or task forward. Push “why” and “how” questions to drive to specific answers.

I am confident enough to tell anyone “No” in a professional way that lets me manage my time better.

Yes  No  Not Sure

**Recommendations:**

Prepare each day with knowing the key activities you need to accomplish and when you plan to work on them. Know why you will decline other items that may impact your day.

## Notes/questions on External Focus

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# Time Management Outline Questionnaire

## Focus (Internal):

See page 8 of your TMA report. This section centers on internal focus areas.

My classification is \_\_\_\_\_. (Same answer as External Focus)  
Classifications are Talented, Inclusive, Modest, or Expand

I agree with the classification. Yes  No  Not Sure

I delay or postpone activities and replace it with something easier or that I like to do better.  
Yes  No  Not Sure

### Recommendations:

Procrastination is one of the biggest time management challenges. Take the Procrastination Time Analysis and identify the personal areas, planning approach, and process execution that keeps you from finishing.

I can find myself unable to concentrate because my mind gets preoccupied with other things. Yes  No  Not Sure

### Recommendations:

Whether inner or external in origin, distractions are something you must overcome internally. The Distraction Time Analysis (DTA) report helps you internalize the challenges found in your personal life, professional environment, and constant push from social media.

I maintain the motivation and determination to finish projects and tasks.  
Yes  No  Not Sure

### Recommendations:

The motivation you need to tap into when there is a loss of internal focus should provide incentive, inspiration, and cause to step forward. Don't let yourself be negatively motivated. The Motivated Time Analysis (MTA) assessment will provide additional insights.

Notes/questions about Internal Focus

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# Time Management Outline Questionnaire

## Organization:

See page 9 of your TMA report.

My classification is \_\_\_\_\_.  
Classifications are Talented, Inclusive, Modest, or Expand

I agree with the classification. Yes  No  Not Sure

I constantly use a calendar for detailed scheduling, appointment setting, meeting. I also plan a head, up to two weeks in advance.

Yes  No  Not Sure

Recommendations:

You calendar is the single biggest time management tool you have available. The positive impact to your time management cannot be understated. Use the Calendar Time Analysis (CTA) to help refine the best ways to use your calendar.

I plan well and keep myself organized so that I know where I need to find things quickly.

Yes  No  Not Sure

Recommendations:

Organization is not just being neat. It is knowing where to find what you need quickly. Therefore, approach time management organization with the attitude of knowing where you can gain access fast.

Regardless of how long it will take, I am going to finish what I started out to do.

Yes  No  Not Sure

Recommendations:

The time approach to finishing is very linear in nature. Your aspiration is to power forward, see progress, not sit, and if possible, to not go backwards or repeat.

Notes/questions about Organization

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# Time Management Outline Questionnaire

## Personal Care:

See page 10 of your TMA report.

My classification is \_\_\_\_\_.  
Classifications are Talented, Inclusive, Modest, or Expand

I agree with the classification. Yes  No  Not Sure

I make it a point to sleep between 7 and 9 hours a night, knowing it will give me more energy and focus. Yes  No  Not Sure

Recommendations:

Use the Work-Life Balance Assessment to highlight any physical, mental and professional impact of a lack of life diversity has on your ability to function and manage your time.

Getting up from my workspace and taking period breaks, actually leaving the space and doing something else, is a part of my daily routine.

Yes  No  Not Sure

Recommendations:

It may sound counterintuitive to pronounce that stopping what you are doing benefits your productivity. However, there is an abundance of evidence and scientific studies that supports this good interruption. Plan breaks into your schedule and calendar.

I will engage in exercise consistently, at least three times a week for more than 30 minutes.

Yes  No  Not Sure

Recommendations:

The frequency and duration around the benefits of exercise are pretty consistent. All healthy adults aged 18–65 years should participate in moderate intensity aerobic physical activity for a minimum of 30 minutes on five days per week, or vigorous intensity aerobic activity for a minimum of 20 minutes on three days per week.

## Notes

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# Time Management Outline Questionnaire

## Deciding Where to Start:

See page 12 of your TMA report.

Using the results from page 12 of your TMA, identify your approach and where you want to start your time optimization journey. Note the designation of T (Talented), I (Inclusive), M (Modest), E (Expand). Start with those sections that are either an E, or M; and you agree with that designation.

<b>Category</b>	<b>Designation (T, I, M, E)</b>	<b>Do I Agree (Yes or No)</b>	<b>Focus Area? (Yes or No)</b>
<b>Planning</b>			
Set personal goals			
Plan ahead			
On time to meetings			
Prepared for meetings			
Complete assignments			
<b>Tasks</b>			
Maintain task list			
Prioritize daily tasks			
Multitasking (not)			
<b>Focus</b>			
Procrastination			
Motivation			
Don't talk too much			
Distractions			
Interruptions			
Say "No"			
<b>Organization</b>			
Finish what you start			
Use a calendar			
Organized			
<b>Personal Care</b>			
Sleep 8 hours			
1 break in the day			
Exercise regularly			

Once you have identified your focus areas, plan a strategy with the ones you feel are your most difficult or challenging subjects.