

WOULD YOU RATHER?

Time Management Style Quiz



Would you rather...

1.
 - A. Stay in
 - B. Go out
 - C. A little of both

2.
 - A. Know what's coming
 - B. Be surprised
 - C. Take it as it comes

3.
 - A. Write a thank you card
 - B. Call to say thank you
 - C. Wait to see them to say thank you

4.
 - A. Get up early
 - B. Stay up late
 - C. I'm best in the afternoon

5.
 - A. Plan
 - B. Wing it
 - C. A little of both

6.
 - A. Use a paper calendar
 - B. Use an electronic calendar
 - C. I don't use a calendar

7.
 - A. Do a little each day
 - B. Do it all in one day
 - C. Do it as it comes

8.
 - A. Strive for perfection
 - B. Accept good enough
 - C. Just enjoy the process

9.
 - A. See the details
 - B. Know the big picture
 - C. Focus on what's in front of me

10.
 - A. Have the same routine each day
 - B. Have a different routine each day
 - C. I don't like routines

11.
 - A. Work on things yourself
 - B. Work on things together
 - C. Delegate

12.
 - A. Fixed schedule
 - B. Flexible schedule
 - C. I don't like schedules

13.
 - A. Complete the big thing first
 - B. Get all the little things done first
 - C. The urgent is what gets my attention

SCORE:

A- _____
B- _____
C- _____

Your highest score will reveal your Time Management Style:

A- Precision
B- Spontaneous
C- Casual
D-

TIME MANAGEMENT STYLE TYPES

PRECISION

You are detail oriented and like things done right. You are known as organized, thorough, and dependable. You tend to get lost in the details and can waste time trying to achieve perfect results. You also tend to procrastinate because you know it will take much effort to get a task done right. However, once you begin something, you give it your all and enjoy the outcome. If you have many things to do, you tend to spend too much time on one, leaving the others neglected.

YOUR BEST APPROACH: Using a daily view calendar and scheduling in 15 to 30-minute increments will keep you on track. A prioritized to do list is also important to keep you focused and productive. You'll make best use of your time if you take care of all the smaller tasks first, allowing unpressured time to accomplish larger tasks without distraction. Keep in mind things will take longer than you thought, so leave lots of buffer time between activities.

SPONTANEOUS

You are known as the helpful, giving type. You're always there when someone needs you. You don't get bogged down by details and can get a lot done in a day. However, even though you may get a lot accomplished, it might not be what you planned to do. You tend to switch tasks as the need arises, leaving some things incomplete or poorly done. You tend to overcommit yourself trying to address every need that comes up. You may experience a lot of stress, feeling like your work is never done.

YOUR BEST APPROACH: You'd do best with an electronic monthly view calendar and using a list app to create different lists for each activity. Electronic versions will allow you to keep these with you so you can check them before committing to something else. You may want to use alarms to remind you of what you had planned to do so you don't get off track by other opportunities that arise. Time blocking would be a good approach to allow you flexibility yet give you some limits. Learn to keep your priorities in view and say "no" to things that will get in the way of them.

CASUAL

You are easy going with a low degree of stress. You are fun to be around and make others feel relaxed and calm. You tend to be very creative and live in the moment. However, your casual approach may leave others feeling disappointed when things are not done on time. You may feel unproductive and frustrated, feeling like you should be getting more accomplished.

YOUR BEST APPROACH: You're good at seeing the big picture, so using a weekly view calendar may help give you the overview you want while providing the details you need and give you a little more structure. Visual and audio reminders (notifications, timers, alarms, etc.) will help keep you focused and moving forward. Time blocking will give you the flexibility you want and the motivation you need. Addressing your biggest task first will allow you to tackle the smaller tasks at a slower rate after your priorities are taken care of. Delegate whenever possible and learn to say "yes" to opportunities you know you should be doing.