

Time Management Style Quiz

**Find Out YOUR Best
Approach for Managing Time**



Priority Living Now

Customizing Your Time Stewardship Plan

Hey Sister!

Are you ready to discover the priorities God has for you and then intentionally make time to walk them out? If so, I hope you've had the chance to go through the *Walk Worthy* Bible study. This is a great place to begin using your time for God's glory. In the study, you'll learn how to not only set your mind and heart on following Jesus, but also your time by using the Priority Living Time Stewardship Plan. You can find the study on the Resources page of my website, PriorityLivingNow.com. Gather a group and do it together!

The Priority Living Time Stewardship Plan is very comprehensive, but I don't expect everyone to use it the same way. We are all so different and I want to make sure you are managing your time according to how God has wired you. I call this your time management style. If you attempt to manage time in a way that doesn't fit your personality, you'll soon get very discouraged and give the whole thing up! But once you know your TM style, you can customize this plan to make it work for you! The important thing is that you are making the most of your time by walking "in a manner worthy of the Lord, to please him in all respects, bearing fruit in every good work and increasing in the knowledge of God" (Colossians 1:10).

It's important to know that there are pros and cons to each of the three time management styles. Most people lean toward one style, but I encourage you to consider embracing some of the positive aspects of the other two styles so you can have a healthier and more balanced approach to managing time.

Have fun taking the quiz and please consider going through the *Walk Worthy* study so you'll know exactly what your next steps will be to living a priority-focused life.

If you have any questions at all or would just like to connect, please e-mail me at julie@prioritylivingnow.com.

Redeeming the time,

Julie

Would You Rather?

TIME MANAGEMENT STYLE QUIZ

Read each question and circle A, B, or C as to which one you would rather do on an average day. Move quickly through the questions and don't overthink it! You want to record your initial reaction to each situation.

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. Make the best of your afternoons

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

6.
 - A. Use a paper calendar
 - B. Use an electronic calendar
 - C. Not use a calendar at all

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 you
- 10.
- A. Have the same routine each day
 - B. Have a different routine each day
 - C. Stay away from routines
- 11.
- A. Work on things yourself
 - B. Work on things with others
 - C. Delegate
- 12.
- A. Follow a fixed schedule
 - B. Use a flexible schedule
 - C. Avoid schedules
- 13.
- A. Complete the big things first
 - B. Get all the little things done first
 - C. Work on whatever has your attention

SCORE:

A- _____
B- _____
C- _____

Your highest score will reveal your time management style:

- A- Precision
- B- Spontaneous
- C- Casual

Time Management Styles

There are 10 different worksheets in the Priority Living Time Stewardship Plan. It's important to know that not all the time management styles will use all these worksheets. However, all three styles need to start with the first three worksheets: *What's Getting in The Way*, *Loving God with Everything*, and *My Top 10 Priorities*.

With that in mind, here are descriptions of each style along with the pros and cons. I've also included suggestions for how you can customize this plan to your time management style.

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 have a hard time starting a task or project because you know it will take a lot of effort to do it 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 30 to 60-minute increments will help you feel organized and motivated. A prioritized to do list is also important to keep you focused and productive. You'll make the 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 think, so leave lots of buffer time between activities.

USING THE PRIORITY LIVING PLAN

Use the plan in its entirety by taking advantage of all the worksheets and completing them as instructed.

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 on your phone will allow you to keep these with you so you can check them immediately 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.

USING THE PRIORITY LIVING PLAN

After completing the first three worksheets of the Priority Living Time Stewardship Plan, you have a choice as to how to use the other worksheets. I suggest using the *Important Activities* worksheet to determine all the activities you want to make time for. You probably won't use the *My Routines*, *Scheduling Worksheet*, or the *My Ideal Week* worksheets, but I would use the *Yearly Plan* worksheet for those tasks and activities that don't come up very often. These can easily slip your mind. From there, you can use the *Daily Plan* in a customized way by recording whatever to-do's you may have for that day. You can also use it to create a simple time blocking plan for what you'll do in the morning, afternoon, and evening. You'll probably get the most out of your *Master To-Do List* because spontaneous people love working from simple lists. You can either keep this with you or take a picture of it with your phone just to remind you during the day what needs to be done.

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 a bit unproductive when you realize you should be getting more accomplished.

YOUR BEST APPROACH: You're good at seeing the big picture, but you do need to tighten your vision just a bit. Using a weekly view calendar may help give you the overview you want while providing the details you need for 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 most important tasks first will allow you to tackle the smaller tasks at a slower rate after your priorities are taken care of. Delegate whenever appropriate but learn to say "yes" to opportunities you know you should be doing yourself.

USING THE PRIORITY LIVING PLAN

Start by sitting down with the *What's Getting in The Way*, *Loving God with Everything*, and *My Top 10 Priorities* worksheets. Take some time to pray over these to become more aware of God's plan for your life and where you might be struggling. Train yourself to be more aware of the people and activities around you and make an effort to engage by offering your help. You may simply want to use your *Master To-Do List* to write down your priorities for the day that you'd like to accomplish. I suggest an accountability partner who will pray with you and encourage you as you strive to make the best use of your time for God's glory.

No matter which time management style you are, it would be wise to try using the entire plan first. You may be surprised how well it works for you! You can always decide later which worksheets don't fit in with your style or how to possibly use them differently.

May God bless you in your effort to bear good fruit for his glory as you make the very best use of your time.