SELF-MANAGEMENT CHECK LIST

Let's identify where you are with self-management. This will allow you to prioritize what efforts and actions should be taken to improve you as a leader. Circle TRUE (T) or FALSE (F).

T F **1.** I schedule on my calendar more than 50% of what I do each day.

T F **2.** I often make appointments with myself in my calendar.

T F **3.** I have no problem spending 1-2 hours each business day working on my business and/or life from a high-level place, without interruption or distraction.

T F **4.** I calendar with key people (including family) via white board, online calendars etc. so we don't waste time setting appointments and can coordinate with each other easily.

T F **5.** I use my calendar to hold long-term commitments and project steps, so I don't have to keep them in my head.

T F **6.** 6. I often scan days or weeks ahead in my calendar to see what is coming.

T F **7.** 7. I use my calendar to remind myself to follow up with people and hold them accountable so, I do not have to remember.

T F **8.** I have a complete Project List that I work from and review it at least once a week.

T F **9.** I extensively use my someday/maybe list.

T F **10.** I check my 43 folders/ tickler file on a daily basis.

T F **11.** I use agenda lists to batch items for meetings with key people.

T F **12.** I regularly get done more than 80% of my to-do list each day.

T F **13.** My to-do lists and calendar drive most of what I do each day and keep me focused.

T F **14.** My workspace is almost never cluttered. The only items visible are those that I'm currently working on or that require action from me.

T F **15.** My filing cabinet is fun to use, alphabetized, not more than 3/4 full and there is only one manila folder in each hanging file.

T F **16.** 16. I can create a new, typed physical file folder in under a minute.

T F **17.** 17. I can find any physical file in under a minute. All my file folders are type-labeled.

T F **18.** 18. I can find anything in my office or any other workspace in under a minute.

T F **19.** My computer desktop is clean and free of icons I am not currently using.

T F **20.** All data I access is organized by folders that are easy to navigate such that someone else could easily find something.

T F **21.** All our company's data is backed up on a daily basis via Internet off-site.

T F **22.** I have a physical inbox and empty it completely most days.

T F **23.** I empty my email inbox most days.

T F **24.** I always return messages within 24 business hours.

T F **25.** I do what I say I am going to do more than 90% of the time.

T F **26.** I keep with me some kind of capture tool (paper pad, voice recorder, etc.) wherever I go.

T F **27.** I am rarely overwhelmed, and if so, not for longer than a few hours.

T F **28.** It's easy for me to only be focused on whatever I'm doing in the moment because I'm organized and my head is clear.

T F **29.** I have a meeting with myself each day to plan my day and focus on the day's priorities.

Add up only the total TRUE (T) answers in this section and input the sum in the TRUE (T) column. Then divide the number of TRUE (T) answers by the total number of questions in the section and input the percentage below.

_____ ÷ 29 questions = _____

Total TRUE (T) answers | Percentage of TRUE (T) answers