



Time Management Survey

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Your Name:

Today's Date:

Company:

Phone Number:

Rate the time management items below on the following scale:

1-Almost Never, 2-Seldom, 3-Occasionally, 4-Frequently, 5-Consistently

Rating	Topic
	I am on time for appointments and expect the same of others.
	I take notes and don't rely on my memory.
	I have a place for everything so I don't spend time looking for lost files or information.
	I take a period of quiet time each day for concentration and creative thinking.
	I plan my days and work my plans.
	I work on the highest priority items first.
	I establish deadlines for the plans I make.
	I create agendas to save time during meetings.
	I keep a well organized written schedule for my day.
	I assign authority and responsibility to others.
	I train my employees well and communicate expectations clearly.
	I schedule specific times to make phone calls.
	I take time each day for reading and study time.
	I limit excessive socialization during business hours.
	I schedule breakfast and luncheon appointments.
	I confirm all appointments to insure they are kept.
	I block out chunks of time to handle correspondence and routine paperwork.
	I know what my time is worth.

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I use a "to do" list at work.
My life is well organized.
I use systems and procedures to be efficient.
I read books and articles with a pen or highlighter.
I use techniques to maximize the value of my commute time.
I have a high level of energy throughout the day.
I focus on one thing at a time versus multi-tasking.
I do complete work. I finish what I start.
I know when to cut my losses.
Meetings I attend are of high value.
I practice the art of saying "no" without offending others.
I produce many of my results with and through others.
I maximize my use of time saving devices and resources.
I hire the best for my company.
I invest time to make time.
I do things right the first time.
I make appointments with myself.
I take care of my body.
I allow enough recovery time to maintain my energy.
I have well developed courteous techniques for closing a conversation.

For more information on Barry Demp and services provided by the Barry Demp Coaching team, please visit www.DempCoaching.com.

