

# PERSONAL TIME PROFILE

**An assessment of the considerations and priorities which affect an individuals management of time**



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# SCORE SHEET

To produce a total score for this questionnaire, you must first add up the totals from all four pages. This can be done on the chart alongside.

Page	A	B	C	D	E
1					
2					
3					
4					
Total					

## KEY ACTION AREAS

- A is Goal Setting & Planning
- B is Time Principles
- C is Procrastination
- D is Assertiveness
- E is Coping with Stress

KEY ACTION AREAS					
A	B	C	D	E	
60	15	30	30	5	If any of your scores are in this sector of the graph, then congratulations. You seem to have control of that particular key area.
50	40	5	25	10	
40	35	10	20	15	
30	25	20	15	20	If your scores are in this sector, then you are on the right track for controlling that area. However, review the action points and see if there are some actions that may help you further.
20	20	25	10	25	
10	15	30	5	30	
0	10	35	5	35	If any of your scores are in this sector of the graph, then be aware that you are in the danger area and need to take immediate action. Read the action points for the relevant key areas and try to implement them as soon as possible.
	5	40	10	40	
		45	15	45	