

# PERSONAL TIME PROFILE

*An assessment of the considerations and priorities  
which affect an individual's management of time.*



LPT

LPT Productions  
Braemore House, Meigle,  
Perthshire, Scotland PH12 8QX  
+44 (0) 1828 640770  
sales@lpt.org.uk  
www.lpt.org.uk



## Instructions for Completion

On the following four pages you will find 75 questions relating to different aspects of Time Management. Please read the questions and decide on one of the following answers.

0. Never.
1. Rarely.
2. Sometimes.
3. Usually.

Write in the box next to the questions the number **0** if it is “never”, the number **1** if it is “rarely”, the number **2** if it is “sometimes” and the number **3** if it is “usually”.

When you have finished all the questions, you can add up the total for each of the five columns on all four pages of the questionnaire.

**N.B. Having done this, please await further instructions from the person running this session.**

**DO NOT BREAK THE SEAL UNTIL INSTRUCTED TO DO SO**

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**0 - Never / 1 - Rarely / 2 - Sometimes / 3 - Usually**

		Columns				
		A	B	C	D	E
20.	Do you pretend to listen to other people and their views, but you are really preoccupied with your own thoughts?					
21.	Do you know the time of day you work most effectively and therefore use this for working on your most difficult tasks?					
22.	When you are asked by a superior to do extra work which you don't think you have time for, do you explain your problems factually showing that if extra work is to be done then you will have to give less attention to other work?					
23.	Do you take half measures in order to avoid or delay difficult or unpleasant action?					
24.	Do you find yourself continually dealing with one crisis after another?					
25.	Do you regularly review your objectives and goals with your boss?					
26.	Do you take action to stop people sending you paperwork and emails which you do not need?					
27.	Are you unable to have interests and hobbies outside the work environment?					
28.	When someone has done work for you incorrectly, do you say anything?					
29.	Do you allow too many interruptions and crises to interfere with your accomplishing important tasks?					
30.	Do you throw away as much paperwork as you can, instead of automatically filing it?					
31.	Do you plan your day the night before?					
32.	Do you avoid forthright answers when pressed for an unpleasant decision?					
33.	Do you find that you are having difficulty in meeting deadlines for your job?					
34.	When casual visitors drop into your office, are you able to get rid of them easily?					
35.	Do you prioritise your daily list of "Things To Do"?					
36.	Do you scan reports, magazines, emails etc., for relevant information and read in detail only material which is important to you?					
37.	Do you feel guilty whenever you try to relax?					
38.	Have you been guilty of neglecting follow-up aspects of important action plans?					
<b>Page Total</b>						

# 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.

KEY ACTION AREAS				
A	B	C	D	E
-60	-45	-30	-30	
-50	-40	-25	-25	-5
-40	-35	-10	-10	-10
	-30	-15	-20	-15
-30	-25	-20	-15	-20
	-20	-25	-25	-25
-20	-15	-30	-10	-30
-10	-10	-35	-5	-35
	-5	-40	-40	-40
		-45		-45

  

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

  

If any of your scores are in this sector of the graph, then congratulations. You seem to have control of that particular key area.
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.
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.

NOW TURN TO THE RELEVANT ACTION AREA TO FIND OUT YOUR ACTION PLAN FOR IMPROVING YOUR TIME MANAGEMENT