

How Good a Planner are you?

1. Do you have a diary with important deadlines?
2. Do you put daily plans on paper, to allocate time for your deadlines?
3. Do you allow flexibility in your plans?
4. How often do you accomplish all you plan for a given day?
5. How often do you plan time for what matters most to you?
6. How often is your daily plan destroyed by interruptions?

Score
1= never
2=seldom
3 = sometimes
4 = often
5 = always

Adapted from Quiz written for USA
WEEKEND by time management expert
Hyrum Smith, chairman of the Franklin
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Event

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