

# How Well Do You Plan?



**DIRECTIONS: FOR EACH QUESTION, CIRCLE THE NUMBER THAT BEST DESCRIBES YOU.**

	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you put daily plans on paper?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Do you allow flexibility in your plans?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you accomplish all you plan for a given day?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often do you plan time for what matters most to you?	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How often is your daily plan destroyed by urgent interruptions?	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

**SCORING:** Add the numbers next to your answers.

**INTERPRETATION:**

**6-10: Terrible Planner.**

You should consider using new tools and processes to help you plan effectively.

**11-15: Below average planner.**

You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

**16-20: Average planner.**

Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.

**21-25: Above-average planner.**

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

**26-30: Excellent planner--or candidate for burnout?**

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

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**Five Steps to Successful Time Management**

1. Set specific academic and personal goals.
2. Create a term calendar, recording major events.
3. Create a schedule of your classes, meetings, training, social events etc.
4. Decide on specific times to work on each subject.
5. Make a to-do list for each day the night before or during breakfast.