**TEST NO. 4**

**MENTORSHIP ASSESSMENT OF THE TIME MANAGEMENT**

**Please read the following questions and mark your opinion with an "X" to what extent you agree or disagree with these time management statements using the following scoring system**

**1 = never 4 = often/ frequently**

**2 = rarely 5 = very often**

**3 = sometimes**

**1. When you have a lot to do, do you first make a list of priorities?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**2.** **Are you satisfied when you can meet the deadlines for the completion of your work?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**3. In your work schedule, are you re-prioritizing as a result of the new tasks you receive?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**4. Do you usually realistically estimate the time needed to complete some work?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**5. Do you think it is more efficient to focus on solving a single work task?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**6. Do you tend to set your goals based on time available and foreseen results?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**7. When organizing activities, do you also allocate time in your schedule for emergency plans, unforeseen situations?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**8. Do you set personal and organizational deadlines and respect them?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**9. Do you reserve most of your time for high-priority tasks?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**10. Do you agree with the saying: "you must not wait until tomorrow for doing what you can do today"?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**11. When you're working on an important project, do you rarely take breaks to socialize with colleagues?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**12. When you have tasks to complete that you don't like, you motivate yourself to complete them first?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**13** **Do you set priorities together with the team manager/leader or with the team members?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**14. Do you tend to solve important tasks rather than urgent ones?**

**1 ……. 2 ……. 3 ……… 4 ……. 5**

**15. Do you take the time to think about formulating precise and realistic goals before taking action?**

**1 ……. 2 ……. 3 …… 4 ……. 5**

**SCORING:**

**The points obtained for all 15 questions are sum up.**

**Score 60 - 75**

**Congratulations, you can be entitled as an effective Time Manager! You manage your time very efficiently by prioritizing tasks. You quickly assess which of these work tasks require immediate resolution and you can always be focused on the priority task.**

**Score 60 – 30**

**You prove a perfectionist behaviour, often spending too much time ordering or prioritizing without focusing enough on the task at hand.**

**Complementarily, you might demonstrate executive behaviour by focusing on a task at hand, but often fail to complete important activities because you don't prioritize effectively. You have the potential to improve your time management performance, you just have to practice more!**

**Score 30 - 15**

**Even if you are good at some aspects of time management, there is plenty of room for improvement. You prove a disorganized behaviour because you often fail to prioritize the work tasks missing to focus enough on the task at hand. You have the potential to improve your approach to time management by training on focusing primarily on organization, on the task at hand, and on your inner resources. You just have to want to practice!**