

Individual time management check

Check how well you as an individual manage time. The more “yes” answers the better! If you answer “no” to more than half of these questions then consider learning more about time management as an activity for your portfolio.

As an individual do you:

Say ‘No’ to inappropriate extra work

- Yes
No

Look for more efficient ways of working

- Yes
No

Delegate to others as much as possible

- Yes
No

Resist taking on others’ work

- Yes
No

Limit time spent on tasks e.g. be brief on the telephone

- Yes
No

Circulate briefing papers before a meeting

- Yes
No

Prioritise work and do the most difficult tasks first while you are at your best

- Yes
No

Handle a piece of paper once — deal with it only when you have time to complete it

- Yes
No

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Time management individual checklist
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