



Time Robbers

Ratings 1. Not at all like me 3. A fair bit like me 5. That's me!

Problem	Severity
1. I procrastinate	
2. I don't put enough time into planning.	
3. I have too few clear-cut objectives	
4. I let myself get too immersed in details	
5. I do not have my projects properly prioritised	
6. I have too many telephone/ interruptions	
7. I lack self-discipline	
8. I don't say 'no' often enough	
9. I let myself socialise too much	
10. I spend too much time reading 'junk' emails.	
Total	