



Time Management Assessment

	Mastered it	Working on it	Trying but struggling	Haven't started yet	Don't plan to start	Notes
Amount of stuff to do						
Delegating stuff						
Saying NO to stuff						
Reducing stuff						
Eliminating stuff						
Managing meetings effectively						
Prioritizing time management						
Wanting to be better at time management						
Utilizing time management strategies						
Utilizing time management tools						
Taking time to plan the day						
Taking time to reflect on the day						
Setting aside flow time						
Scheduling breaks throughout the day						



Reflection Questions

- 1) What was this experience like for you?
- 2) What is something that surprised you about this?
- 3) What is something that was confirmed in doing this?
- 4) What was obvious after having done this?
- 5) How might you do this with your team as well?
- 6) How might you support individual team members in doing this?
- 7) Where will you go from here?