

# QUICK ASSESSMENT

This tool is designed to give you a quick estimate of the relative amount of time and energy you spend in each of the quadrants of the Time Matrix.

QUESTIONS	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree
1. I spend much of my time on important activities that demand my immediate attention such as crises, pressing problems, and deadline-driven projects.	1	2	3	4	5	6
2. I feel I am always "putting out fires" and working in a crisis mode.	1	2	3	4	5	6
3. I feel I waste a lot of time.	1	2	3	4	5	6
4. I spend much of my time on activities that have little relevance to my top priorities, but demand my immediate attention (e.g., needless interruptions, unimportant meetings, noncritical phone calls and e-mail).	1	2	3	4	5	6
5. I spend much of my time on activities that are important, but not urgent, such as planning, preparation, prevention, relationship building, and self-renewal.	1	2	3	4	5	6
6. I spend much of my time on busy work, compulsive habits, junk mail, excessive TV, internet trivia, games, etc.	1	2	3	4	5	6
7. I feel I am on top of things because of careful preparation, planning and prevention.	1	2	3	4	5	6
8. I feel I am constantly addressing issues that are important to others, but not to me.	1	2	3	4	5	6