

Time Transformation Skills Assessment

Rate yourself on a scale of 1–5. When complete, tally your total score and review your Time Transformation Skills Level. Please note: my definition of “team” as referred to in this assessment is anyone that is available to support your work and life. These include but are not limited to: your co-workers, employees, spouse, partner, family, service providers, etc.

1 = Never **2 = Rarely** **3 = Sometimes** **4 = Often** **5 = Always**

Task Tracking

- I make it a point to track my tasks and ideas outside of my memory. _____
- I set aside time to consolidate my to-do’s and ideas. _____
- I set aside time to review and reconcile my list of to-do’s. _____
- I create daily and/or weekly to-do lists. _____
- I can accurately estimate how long a task will take. _____
- My to-do lists accurately reflect the time available to complete my tasks. _____
- I track all of my immediate, short, and long-term tasks and ideas. _____
- I question whether a task is worth my time and energy before tracking it. _____

Prioritizing

- I have a clear vision of what I am working toward in my work and life. _____
- I have a written list of goals and projects that I make regular progress on. _____
- I set aside time for determining my immediate, short, and long-term priorities. _____
- My priority tasks and projects are consistently being tracked and completed. _____
- I can easily eliminate or “downgrade” tasks that are not a priority right now. _____
- When overwhelmed, I can prioritize in-the-moment. _____
- My days are spent proactively focused on my own pre-determined priorities. _____
- I consciously engage my intuition to help me prioritize. _____
- I am clear about and focused on my highest priorities. _____

Project Planning

- I am clear about the time and energy I have available to take on new work. _____
- I am clear about my own roles and responsibilities at work and home. _____
- I break down projects into doable steps/tasks at the beginning of a project. _____
- A project timeline is created at the beginning of each long-term project. _____
- I set project deadlines that I believe in and are committed to. _____
- I set deadlines that I know I can meet with minimal stress and anxiety. _____
- I am comfortable negotiating deadlines based on my capacity and priorities. _____
- My long-term goals are clearly connected to my everyday actions. _____

Delegating

- I am clear about my team’s capacity to take on new projects/tasks. _____
- I am clear about the roles and responsibilities of my team at work and home. _____
- I track tasks I have delegated and hold my team accountable. _____
- I give ample lead time for my team to complete tasks I delegate. _____
- When planning my time I account for the time it takes to delegate. _____
- I make it a priority to delegate tasks and projects that will empower others. _____
- I value my time and energy enough to outsource tasks that dilute my focus. _____

Total Page One _____

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Scheduling

- I effectively track appointments on my calendar. _____
- I start and end my calls and meetings on time. _____
- I have set work hours that I stick to. _____
- I pad my schedule with “extra” time for urgent and unforeseen interruptions. _____
- I schedule time for specific tasks on my calendar and stick to them. _____
- I block time devoted to e-mail each day. _____
- I can create the environment I need to tap into my creativity and flow. _____
- I set aside time to map out my schedule each day/week. _____
- I block time for focused project work on my schedule. _____
- My schedule reflects my personal version of “life balance.” _____

Energy Management

- My time is spent intentionally. _____
- I can say no to interruptions and distractions when necessary. _____
- I can comfortably say no to requests for my time and energy. _____
- I make it a priority to refuel my energy during the week. _____
- I follow a consistent morning and evening routine that feels good to me. _____
- I get the optimal amount of quality sleep for me. _____
- When I feel stressed, I know how to calm myself down and move forward. _____
- When I get off track, I know how to get myself back on track. _____
- I give myself guilt-free time off to play without an agenda. _____
- I am able to be in the present moment. _____

Belief Management

- I believe there is enough time in each day. _____
- I can build new, sustainable habits over time. _____
- Structure can create more freedom. _____
- My worth and value extends beyond my accomplishments. _____
- It is OK if I am not productive. _____
- It is OK to say no to others. _____
- It is OK to say yes to myself. _____
- I trust myself to follow through. _____
- I am in control of my time. _____
- I am in control of how I respond to life. _____

Total Page Two _____

Combined Total _____

Date _____

Review your results and next steps here: <https://profound-impact.com/assessment-results>