Chapter 3

Activity SS3-1 Time-Management Skills

Directions: Using the following chart, rate how often you practice time-management skills. Add and rate any additional time-management skills you use in the empty rows of the chart.

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| **Time-Management Skill** | **Always** | Often | **Sometimes** | Rarely | **Never** |
| Avoid distractions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Create goals | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Delegate responsibilities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Keep a time log | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Maintain a filing system of documents | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Multitask | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Prioritize | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Schedule a time to answer e-mails | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Schedule a time to return phone calls | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Schedule tasks | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Set deadlines | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Use a calendar | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Use a personal information management (PIM) system | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Write a to-do list | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
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| **Time-Management Skill** | **Always** | Often | **Sometimes** | Rarely | **Never** |
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