How well do you plan?

Directions: For each question, circle the number that best describes you. Be honest with yourself!

<table>
<thead>
<tr>
<th></th>
<th>Never</th>
<th>Seldom</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do you plan in order to keep your life from “running</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>of control”?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you write out your daily plans (like a “to do” list)??</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Do you allow for flexibility in these plans?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you accomplish all your plans for the day?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often do you plan time for what matters most to you?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>How often is your daily plan destroyed by urgent interruptions?</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Scoring: Add the numbers together for each answer

(Adopted from the Academic Skills Center, Dartmouth College 2001,
http://www.dartmouth.edu/~acskills/success/time.html)
Interpreting your results

Score of 6-10: Planning is not one of your strengths!
You should consider using new tools and trying out new processes/strategies to help you plan effectively. Being at this workshop is a great first step!

Score of 11-15: There is (a lot) of room for improvement.
You may have a system, but if you work on using it more effectively, you should be able to reduce your stress and lack of control you may feel.

Score of 16-20: You’re OK...
Your planning system is working, but you can do better, and if you do make some changes, you should see results! You may need help focusing on priorities, dealing with what seem to be “urgent” interruptions, or writing a detailed daily plan.

Score of 21-25: You’re pretty good at this!
Your planning system is working well. Keep up the good work, with periodic reviews to be sure you’re planning around what matters most in your life.

Score of 26-30: You’re either an excellent planner or a candidate for burnout!
You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you’re in control of your planning rather than letting it control you.