2 Organisation and Planning Skills Assessment

ORGANISATIONAL AND PLANNING SKILLS

How well organised are you?

Use the following questionnaire to assess your organisational and planning skills.

Score a "Yes" if you generally do the following and a "No" if you generally do not:

No.	Questions	Yes	No
1.	When you arrive in the office in the morning do you have a written plan (made out the day before) as to how you will spend most of your day at work?		
2.	Do you give priority to the things that must be done rather than the things you like to do?		
3.	Do you know what time of day you work most effectively, and therefore use this time for working on your most difficult tasks?		
4.	Do you keep your desk clear of all papers except those on which you are working?		
5.	Do you have an effective system for prioritising and responding to your emails?		
6.	Do you have an efficient "reminder" system?		

© Sarah Cook, Stairway Consultancy, 2015

No.	Questions	Yes	No
7.	Do you have a tendency to take on more than you can realistically achieve?		
8.	Do you "butterfly" from one task to another?		
9.	Are you harassed by frequent interruptions whether emails, phone calls or visitors – that affect your ability to concentrate?		
10.	Do you frequently put off an assignment until it becomes an emergency or panic situation?		

HOW TO SCORE

For questions 1 to 6 award yourself 10 points for each "Yes"

For questions 7 to 10 award yourself 10 points for each "No"

Score 75-100

You are a good time manager:

You are an extremely well organised professional who knows that good working habits save time and reduce stress.

Score 40-70

Your time management could be improved:

The way you organise your work may sometimes create problems for yourself and others. Although these habits are more irritating than catastrophic, greater self-discipline would do your image a power of good.

Score 35 or less

You are a poor time manager.

You are wasting an awful lot of time by failing to organise yourself and your work. People may be losing their respect for you. You really are asking for trouble.

© Sarah Cook, Stairway Consultancy, 2015

TIPS ON IMPROVING YOUR PLANNING AND ORGANISATIONAL SKILLS

- Be clear about your goals for each month, each week and each day.
- Allocate time for planning – for meetings with yourself.
- Plan for tomorrow at the end of today.
- Plan for next week at the end of this week.
- Plan for a project, meeting, presentation as soon as it has been agreed – it avoids last minute rushes.
- Allocate deadlines for achieving activities.
- Assign long periods of continuous time to major tasks – break these down into stages.
- Block out "quiet time" for preparation, arrange for your colleagues to cover you.
- Schedule top priority tasks early in the week.
- Allocate specific times for decisions.
- Do work you dislike first – don't put these things off.
- Group together related work – it saves time and makes you more efficient
- Schedule yesterday's uncompleted tasks into today's programme – do them first.
- Schedule the most important or difficult tasks at your peak energy times.
- Be realistic in your assessment of the time available.
- Limit your daily "To do" list to one that is achievable.

© Sarah Cook, Stairway Consultancy, 2015