

Questions on Time Management

1. How do I prioritize my tasks?
2. How do I process my tasks?
3. Do I check tasks off my list once they are completed?
4. Who is responsible for scheduling my time?
5. Do I review my tasks on a daily basis?
6. How are new tasks added to my schedule?
7. How do I monitor activities on a daily basis?
8. How are appointments processed?
9. Who's responsible for setting my appointments?
10. How are my appointments confirmed, and who confirms them?
11. Do I have a daily schedule? And how well do I follow it?
12. How do I monitor my daily production?
13. How do I organize my day so I can accomplish my responsibilities?
14. How do I keep on-track in terms of my core tasks?

The answers to these questions will help lay the ground rules for how you manage your time. Just remember time is your most valuable asset, so don't waste it!