



Are you disorganized? Answer these 25 questions and score yourself to find out where you stand!

| | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you have issues with procrastination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are your papers or other things disorganized? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you frequently misplace items? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have difficulty dealing with interruptions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you lack information for decisions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have too many commitments? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have unnecessary correspondence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you find yourself in meetings without goals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have trouble saying "No"? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you have trouble listening attentively? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have unclear objectives? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you do too much socializing and not enough work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you find it difficult to delegate tasks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are you confused about your priorities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you promise unrealistic time frames for delivery? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you feel negative about your work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you feel you suffer from others people's mistakes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you feel understaffed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do you suffer from a lack of feedback? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do you find shifts in priorities difficult to handle? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you suffer from perfectionism? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Do you suffer from paperwork overload? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do you have too many different goals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Do you suffer from conflicting deadlines? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Do you have too many appointments? | <input type="checkbox"/> | <input type="checkbox"/> |

Scoring: Count the number of responses in the first column. If you scored:

20 or more: *Red danger zone!* You are dealing with ineffective priority management for both yourself and within your organization. This may seriously jeopardize your ability to succeed on your chosen path. Call now for help, and get this under control.

10-20: *Amber moderate danger zone!* You will find it extremely difficult to meet your goals and adhere to your own high standards if you don't improve your organizational skills quickly. Call now for help, and make sure to head the danger off at the pass.

Less than 10: *Green safety zone.* You already practice good management skills to determine priorities, but you can always get better. Call now for deeper understanding of how to make your life easier.