

Procrastination Quiz

Consider the issue of procrastination. It is at the core of poor time management. Procrastination is defined as the intentional postponement of a task because it appears unpleasant. Many people procrastinate unknowingly. Take this quiz and see how you score.

Instructions: Place a check in the appropriate column if you ever find yourself saying or doing the following:

Seldom **Weekly** **Daily**

_____ _____ _____ I can't resolve this now, so I'll wait to do anything about it.

_____ _____ _____ I'm exhausted and feel like I've accomplished nothing. I'll go do something else now and still have this project finished on time.

_____ _____ _____ I am working long hours.

_____ _____ _____ I am hoping to find more time.

_____ _____ _____ I am surprised not to have enough time.

_____ _____ _____ I am upset when I run out of time.

_____ _____ _____ I don't have time to plan or organize.

_____ _____ _____ I can't do it now, it will take too long.

_____ _____ _____ I underestimate the amount of time needed.

_____ _____ _____ I'm already late, so what's the difference?

_____ _____ _____ Someday, when I have plenty of time, I'll focus all my energy and get everything done on schedule.

_____ _____ _____ Total checks per column

x1 x2 x3 Multiplied by

_____ + _____ + _____ = _____ Equals your procrastination score

Total your check marks for each column separately. Multiply these totals by the factors indicated.

Total your scores for each column to get your procrastination score. Evaluate that score on the following scale:

- | | | |
|---------|---|--|
| 0 - 7 | = | Procrastination is not a problem for you. |
| 8 - 14 | = | Procrastination may be hindering your performance. |
| 15 - 33 | = | Procrastination is hindering your performance. Evaluate immediately which of the above areas you can change. |