

Does Time Get the Best of You?

One of the most effective methods for handling daily stress is to practice skills that help you budget your time. Busy people can't afford to let time get the best of them. Use this list to locate symptoms of ineffective time management in your life.

Instructions: Check the symptoms of ineffective time management that apply to you and write an example from your own experience.



Symptom

Example

___ Missing deadlines

___ Feelings of constant rushing

___ Indecision about taking action

___ Non-productive activity

___ Being overwhelmed by demands or details

___ Feeling fatigued or listless

Time Management

___ Not enough time for things you'd like to do

___ Over-involvement in other's problems

___ Taking work home nightly

___ Constant interruptions during the day

___ Lack of delegation to others

___ Procrastinating on tasks

___ Facing the day without a plan or goals

___ Feeling that you are neglecting family or friends
