

## Some generalisations about time management

### What do you think of these?

1. I have more time to do the things that matter most than I tend to claim.

My views:

2. I cannot delegate anymore than I already do.

My views:

3. There are people from whom I can learn in terms of how to better manage my time.

My views:

4. Time is a precious resource that can never be recovered.

My views:

5. Tasks tend to take more time than I typically allow.

My views:

6. I tend to do the things I enjoy or can do best ahead of the less attractive tasks.

My views:

7. Most of my time at work is actually unproductive – I get things done in less than half of this.

My views:

8. I allow others to steal too much of my time...I could get a lot better at protecting my time.

My views:

