

**Time Management MOT**

**Your free 15 minute MOT call**

Name: ……………………………………………………………………………………………

Date: ……………………………………

Job/business:…………………………………………………………………………………..

1. **What are the top five things you spend your time on? Please give rough indications of how long you spend on each if you can**

e.g. watching TV in the evenings, approx. 2 hours a night

1. **Attitudes to time: Please rate how you feel about the following statements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement**  | **Agree** | **Disagree**  | **Not sure**  |
| You have to put in the hours to get results  |  |  |  |
| You don’t find time, but make time |  |  |  |
| You have to always do the most urgent items from your to do list first  |  |  |  |
| How you do one thing is how you do everything  |  |  |  |
| It doesn’t matter if I am a few minutes late or waste a few minutes here and there  |  |  |  |
| Time is a perception  |  |  |  |

1. **What areas are you struggling in relation to your time management**
2. **Let’s explore your habits around time management, being productive and producing results.**
	1. What are your worst habits (eg, “go on, one more Netflix episode won’t hurt”)?
	2. What are your best habits (eg, packing your work bag the night before)?
	3. What are your biggest distractions on a daily basis that keep you from achieving what you want? (eg unexpected phone calls, emails, housework)
	4. How much do you procrastinate?
3. **How do you agree with the following statements?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement**  | **Agree** | **Disagree**  | **Not sure**  |
| I am always present in whatever I do, I am never distracted. E.g if I am with my family, I am not thinking about work  |  |  |  |
| I never have enough time to do everything I need or want to do  |  |  |  |
| I always set an intention before everything I do  |  |  |  |
| I feel guilty about the things I must do but don’t always have time for  |  |  |  |
| I struggle to say no  |  |  |  |
| I struggle to switch off and relax  |  |  |  |
| I find myself wasting time on matters that are not relevant in the long run  |  |  |  |
| I always plan my day ahead, and visualise it going how I want it to  |  |  |  |
| I know exactly what I want to achieve in the next 12 months  |  |  |  |
| I am satisfied with my work-life balance  |  |  |  |
| I get enough sleep every night  |  |  |  |
| I have enough time to exercise and maintain a healthy active life  |  |  |  |
| I get everything completed that I need every single day at work  |  |  |  |