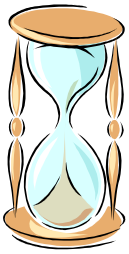
We all get 168 hours per week…
How do you use yours?

Are you frustrated by a lack of time to do the things you want to do, or even the things you have to get done? Holding down a job, managing a household and still finding time for family activities is not easy.

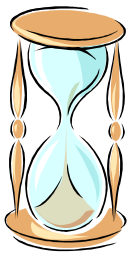
Place a check in the column that best describes how you feel or act. Then review your responses and focus on each item to see if it represents an opportunity to improve your management of time.

	Usually	Sometimes	Rarely
1. Do you normally spend time the way you really want to?			
2. Do you often feel harried and obligated to do things you really don't want to do?			
3. Do you feel a sense of accomplishment from your work?			
4. Do you work longer hours than your coworkers?			
5. Do you regularly take work home evenings or weekends?			
6. Do you feel stress because of too much work?			
7. Do you feel guilty about not doing a better job?			
8. Do you consider your job to be fun?			
9. Can you find blocks of uninterrupted time when you need to?			
10. Do you feel in control about the way you use your time?			
11. Do you maintain a regular exercise program?			
12. Do you take vacations or long weekends as often as you'd like?			
13. Do you put off doing the difficult, boring or unpleasant parts of your job?			
14. Do you feel you always must be busy doing something productive?			
15. Do you feel guilty when you occasionally goof off?			

Source: Personal Time Management – Marion Hayes, Crisp Publications, Inc., Los Altos, CA, 1987.



For confidential assistance call
CONCERN Services at
513-891-1691 / 800-841-5002



www.ak.concernserivces.com