

# THE TIME MANAGEMENT AUDIT

Score yourself honestly — this is your starting point, not your ceiling.

Raymond Philippe · Time Management Mastery

**How to score:** 3 = Always 2 = Usually 1 = Occasionally 0 = Rarely or never

## PART A — YOUR TIME MANAGEMENT HABITS (20 QUESTIONS)

1. Do you plan your day before starting?  \_\_\_
2. Do you log appointments and key tasks in a calendar?  \_\_\_
3. Do you keep and use a running to-do list?  \_\_\_
4. Do you use your to-do list for future ideas too?  \_\_\_
5. Do you batch similar tasks together?  \_\_\_
6. Do you use waiting time for small jobs?  \_\_\_
7. Do you tackle big tasks when you're at your sharpest?  \_\_\_
8. Do you pause when stressed or overwhelmed?  \_\_\_
9. Do you feel balanced personally and professionally?  \_\_\_
10. Do you have a simple filing system?  \_\_\_
11. Are your work tools (pen, phone, laptop) within easy reach?  \_\_\_
12. Do you deal with junk mail and spam immediately?  \_\_\_
13. Are your reference materials within easy reach?  \_\_\_
14. Do you set specific times for checking messages?  \_\_\_
15. Do you take quiet time for deep, focused work?  \_\_\_
16. Do you log your time to see how it's spent?  \_\_\_
17. Are you clear on your core values?  \_\_\_
18. Do you review your goals regularly?  \_\_\_
19. Do you do a weekly check on productivity and progress?  \_\_\_
20. Do you protect your schedule from unnecessary interruptions?  \_\_\_

**PART A TOTAL:**

\_\_\_ / 60

## PART B — YOUR WORKSPACE (8 QUESTIONS)

Answer Yes or No for each item.

1. **Clear surfaces**  
Is your desk or main workspace free of piles — papers, cups, random objects? Yes / No
2. **Easy access**  
Can you grab your key tools (pen, phone, laptop, charger) without digging? Yes / No

- |    |   |          |
|----|---|----------|
| 3. | <b>Physical comfort</b><br>Is your chair comfortable? Is lighting adequate? Is temperature reasonable?    | Yes / No |
| 4. | <b>Distraction control</b><br>During work time, are noise, notifications, and interruptions minimised?    | Yes / No |
| 5. | <b>Filing system</b><br>Do your papers and digital files have a home — and do you actually use it?        | Yes / No |
| 6. | <b>Prime time protection</b><br>Does your setup support your peak hours? Is it quiet when you need focus? | Yes / No |
| 7. | <b>Quick reset</b><br>Can you tidy your workspace in five minutes at end of day?                          | Yes / No |
| 8. | <b>Restoration</b><br>Does your space feel decent to be in — not soul-crushing, not distracting?          | Yes / No |

**PART B TOTAL:**

\_\_\_ / 8 Yes

## WHAT YOUR PART A SCORE MEANS

- 52–60 Near-Perfect.** You plan well, stay organised, and keep your goals in sight. Use the book's later chapters to find the one or two refinements that take you from effective to exceptional.
- 40–51 Solid Ground.** Foundations are in place, but there are gaps — maybe deep work sessions get skipped, or messages interrupt your peak hours. Look at your lowest scores and fix one thing this week.
- 25–39 On the Right Path.** You're making progress but some habits hold you back. Don't try to fix everything at once. Pick the two questions where you scored 0 and start there.
- 0–24 Ready for a Fresh Start.** The biggest gains are still ahead of you. Start small: if you never log time (Q16), track just one day. If tools aren't handy (Q11), organise your desk this week.

### Part B scoring:

**6–8 Yes** — Solid setup. Look for small refinements. **4–5 Yes** — Pick your biggest pain point and fix it this week. **0–3 Yes** — Start with clear surfaces or distraction control.

*Your score is your starting point, not your ceiling. Retake this audit in 4–6 weeks. Even a 5-point jump means real change.*