

## BENCHMARK

### Your Q2 Score

This tool provides a quick estimate of the relative amount of time and energy you spend in each of the quadrants of the Time Matrix™. Mark your response for each of the 16 questions.

Questions	Strongly disagree										Strongly agree									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1. I spend much of my time on important activities that demand my immediate attention, such as crises, pressing problems, and deadline-driven projects.																				
2. I look forward and act on issues now, so they don't become crises in the future.																				
3. I constantly feel "under the gun" to get important things done.																				
4. I rush around all day yet spend very little time on my organization's most important priorities.																				
5. I spend too much of my time on busywork, junk mail, excessive television watching, Internet trivia, or games.																				
6. I spend my weekend in "recovery" from the workweek, with little time in meaningful activities.																				
7. I take time to plan out specific projects or tasks before I begin working on them.																				
8. I often find that I have wasted several hours in front of the television or 'surfing' the Internet.																				
9. I feel I am constantly addressing issues that are important to others, but not to me.																				
10. I regularly invest time in relationship building and self-renewal.																				
11. I feel I am always "putting out fires" and working in a crisis mode.																				
12. I spend much of my time on activities that demand my immediate attention but have little relevance to my top priorities (e.g., needless interruptions, unimportant meetings, noncritical phone calls and e-mail).																				
13. I regularly make time for focused work on important priorities.																				
14. I am often required to come in at the last minute and help with key projects.																				
15. I feel I waste a lot of time.																				
16. Other people's demands keep me from moving forward on critical goals and objectives.																				

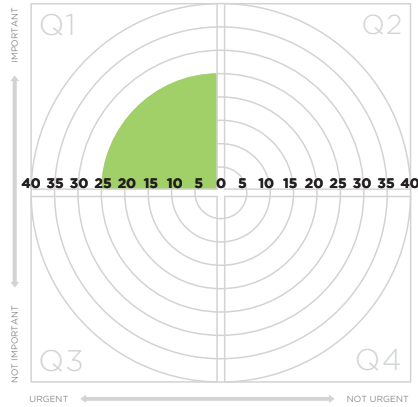
# Scoring

## Instructions

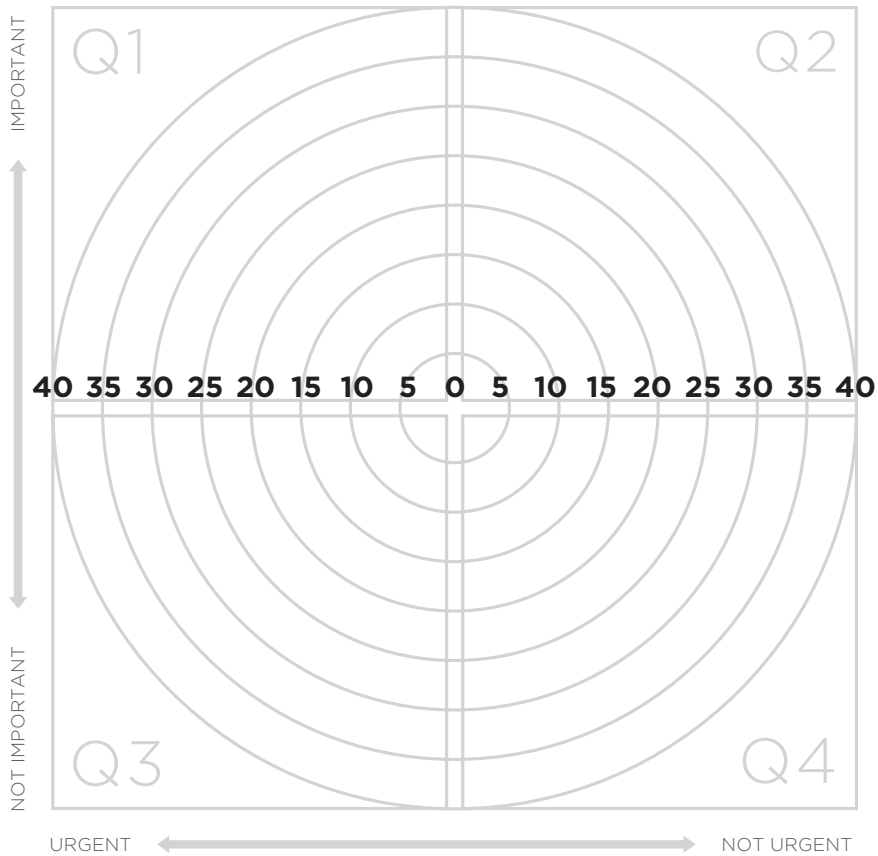
1. For each quadrant, add your responses for the questions indicated.
2. Fill in the area in each quadrant up to the number that corresponds to the total.

### Example

Question 1 = 5  
 Question 3 = 20  
 Total = 25



Question 1 = \_\_\_  
 Question 3 = \_\_\_  
 Question 11 = \_\_\_  
 Question 14 = \_\_\_  
 Total = \_\_\_



Question 4 = \_\_\_  
 Question 9 = \_\_\_  
 Question 12 = \_\_\_  
 Question 16 = \_\_\_  
 Total = \_\_\_

Question 2 = \_\_\_  
 Question 7 = \_\_\_  
 Question 10 = \_\_\_  
 Question 13 = \_\_\_  
 Total = \_\_\_

Question 5 = \_\_\_  
 Question 6 = \_\_\_  
 Question 8 = \_\_\_  
 Question 15 = \_\_\_  
 Total = \_\_\_

# Your Productivity Behaviors Score

1. For each question, mark your response on the corresponding scale.
2. For each choice, sum your responses for the two questions belonging to the choice.
3. For your Productivity Behaviors Score on the next page, total the sums for each of the 5 Choices.

**CHOICE 1:**  
**ACT ON THE IMPORTANT,  
DON'T REACT TO THE URGENT**

**SUM**

1. In a formal conversation with my boss, I have clearly defined the activities that will have the greatest impact on results.



2. In a formal conversation with my co-workers or team, I have clearly defined the activities that will have the greatest impact on results.



**CHOICE 2:**  
**GO FOR EXTRAORDINARY,  
DON'T SETTLE FOR ORDINARY**

**SUM**

1. I have written down my vision of what success looks like in my work, and I have written a specific set of goals to help me fulfill my vision.



2. I have written down my vision of what success looks like in my personal life, and I have written a specific set of goals to help me fulfill my vision.



# Your Productivity Behaviors Score (continued)

## CHOICE 3: SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL

SUM

1. I take at least 30 minutes each week to plan my priorities for the coming week.



2. I take at least 10 minutes each day to plan my priorities for the coming day.



## CHOICE 4: RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU

SUM

1. I have a highly effective system for managing my tasks, appointments, contacts, and notes.



2. My email is organized so that I can quickly identify and act on the things that are most important.



## CHOICE 5: FUEL YOUR FIRE, DON'T BURN OUT

SUM

1. I generally have plenty of energy to accomplish my priorities throughout the day.



2. I have a consistent pattern of activities that renew my physical and mental energy throughout the day.



Productivity Behaviors Score  
(Total of Choice sums)