

No.	Question	Answer
1	What things am I busy in which I do not need to spend my time or be engaged in at all?	
2	What things am I doing which other people can do much better than myself?	
3	Am I setting correct priorities for my work and commitments?	
4	What is the most appropriate and best use of this time of mine?	
5	Where should I spend my time?	
6	What times are of most importance and where are my biggest wastes of time?	
7	How can I make use / benefit of my time?	
8	Are performing today's routine works in my control?	
9	Do I have everyday's tasks and their respective priorities written with me?	
10	Do I have a diary / planner and do I write daily planning and work performance in it?	
11	Do I leave or delay things that I don't like to do?	
12	Do I get irritated due to interruptions and unnecessary demands?	
13	Do people make me wait and do I also wait for other people?	
14	Does my social and family life get affected by my time routines and management?	
15	Do I take out appropriate time for the improvement and growth of my personality?	
16	Am I able to do my work with focus and concentration?	
17	Do I keep my things in an organized and orderly manner?	