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**Assessment 11-5**

**Time Management Skills Follow-Up Assessment**

**Instructions:** This form focuses on the outcomes of the training in which the learner recently participated. Please give your open and honest assessment of the person's current level of functioning. On the line to the left, write a number from 1 to 6 that best corresponds to the scale below to rate the person on some of the more important behaviors in being a good time manager.

**Participant Code:**

\_\_\_\_\_

**1 = HIGHLY INEFFECTIVE**

**4 = SOMEWHAT EFFECTIVE**

**2 = INEFFECTIVE**

**5 = EFFECTIVE**

**3 = SOMEWHAT INEFFECTIVE**

**6 = HIGHLY EFFECTIVE**

**The listener ...**

- \_\_\_\_\_ Uses organizational tools (such as personal digital assistant, planner, and software) effectively.
  - \_\_\_\_\_ Appears to keep important projects on track.
  - \_\_\_\_\_ Has stated goals to accomplish and steps to achieve them.
  - \_\_\_\_\_ Takes time to listen to coworkers and build relationships.
  - \_\_\_\_\_ Keeps notes from meetings and conversations in one place.
  - \_\_\_\_\_ Sets expectations with others for responding to email and voicemail.
  - \_\_\_\_\_ Completes tasks in a timely manner.
  - \_\_\_\_\_ Goes calmly about the day without rushing from place to place.
  - \_\_\_\_\_ Is on time for meetings and other activities.
  - \_\_\_\_\_ Appears to be less stressed or tired at work.
  - \_\_\_\_\_ Handles interruptions and distractions well.
  - \_\_\_\_\_ Delegates tasks effectively and appropriately.
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