

You can use this tool to assess yourself on procrastination and time use.

Rate yourself according to your behaviour:

1 - Rarely

2 – Sometimes

3 – Usually

4 – Always

QUESTION	RATING
I spend time chatting in the workplace if I feel under pressure	
I find it hard to concentrate and get focused on a task	
I avoid conflict or unpleasant situations by doing something else	
I complete easier, low-priority jobs before the tough tasks	
I spend time worrying about making mistakes before starting on a task	
I miss deadlines because less important tasks have gotten in the way	
I leave difficult tasks to the last minute and complete them under pressure	
I don't clear and reorganise my working area before starting a major task	
I tend to delay implement plans I have agreed	
I have to make a real effort to get started on a job	
TOTAL	

AM I A PROCRASTINATOR?

If you score:

31 - 40: Procrastination is reducing your productivity.

21 – 30: You often put things off but can improve.

11 – 20: You are already aware of procrastination as a time issue but can do more.

10: Congratulations, you generally do things when you need to!