



Time Sabotage Assessment

Identify your top time wasting sabotage strategies and get your quick wins for turning around your use of time

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Identify your top time wasting sabotage strategies and get your quick wins for turning around your use of time. Complete this quick assessment and find out your top Time Sabotagers and top three quick wins for addressing them. For each question select the answer which most closely applies to you.

1 | I feel like I spend more time than I should::

- A. Daydreaming
- B. Worrying about what to do for the best
- C. Drifting into automatic behaviour like checking my phone
- D. Trying to please everyone

2 | When I'm stressed or under pressure I tend to:

- A. Run things over in my mind to try and work it out
- B. Spread myself too thin on lots of things
- C. Stick my head in the sand and hope it will all go away
- D. Neglect my own needs

3 | I am most content when:

- A. I have no deadlines and I can relax and let my mind wander freely
- B. Decisions are clear and easy
- C. My routine runs smoothly
- D. Everyone is happy

4 | When goals I set don't work out it tends to be because:

- A. I get bored or lose motivation and move onto something else
- B. Other urgent things take over
- C. I don't stick to the steps I set myself
- D. Other people's needs get in the way

5 | The following words best describe me:

- A. Creative & spontaneous
- B. Focused & determined
- C. Reliable & diligent
- D. Supportive & caring

6 | When reviewing my to do list I often:

- A. See something I enjoy and start doing it
- B. Feel torn between a number of important things, then procrastinate
- C. Find it hard to fit items into my daily routine
- D. Evaluate it based on what other people need

7 | When I have a free day I tend to:

- A. Not be very productive because I drift from thing to thing
- B. Weigh up all the possible activities before deciding what to do with my day
- C. Stick to a routine I know works
- D. Wait and see what other people want to do

8 | You have a task to do that's big and needs thinking through, do you:

- A. Keep drifting off and losing focus and need a deadline to complete
- B. Find it hard to stay focused because there are other important things that need doing
- C. Never seem to find a big enough chunk of time to give it proper thought
- D. Prefer to work with other people on it

9 | My friends/work colleagues would describe me as:

- A. Away with the fairies sometimes
- B. Always able to see the other side of an argument
- C. Keen on routine
- D. Always putting others first

10 | At my best I am:

- A. Able to find new ways around problems
- B. Able to balance out all the factors in a decision
- C. Able to see things through to completion
- D. Able to find a way forward that works for everyone

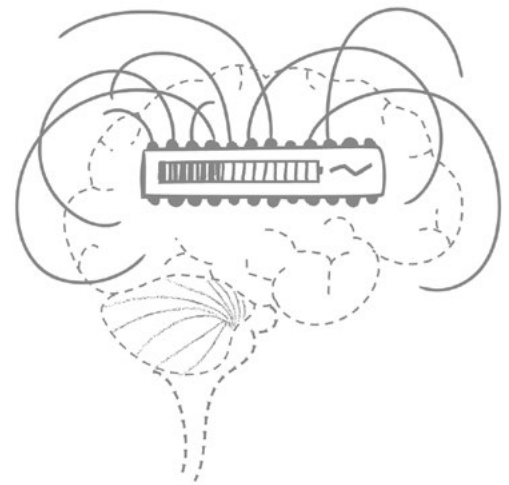
Results

Mostly A

Your distracting thinking sabotages your time

Top three quick wins:

1. Keep an ideas book where you can write down all your dreams and ideas and revisit them when it's appropriate. This will help you keep focused without ignoring your creativity.
2. Use meditation or visualisation to keep you both focused and give your mind 'time off'. By setting time aside for it, you are less likely to get distracted by your thoughts when you least need it.
3. Get active. Physical exercise or focused step by step activity will keep you on track. Start small and increase the levels as your mind adjusts until you find the right level of focus for you. Meditative exercise like running or swimming is especially good for people with this type of thinking.



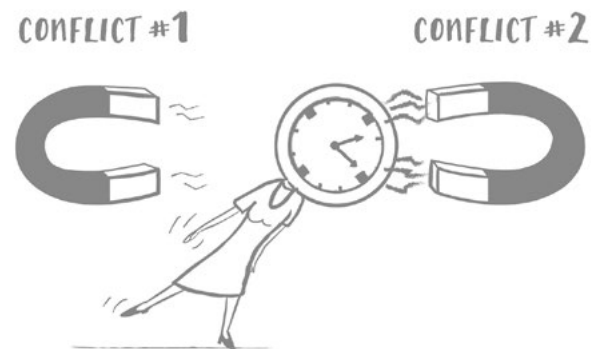
"TOO MANY OPEN LOOPS"

Mostly B

Your competing priorities sabotage your time

Top three quick wins:

1. Write down your top three priorities for the day and stick to it. Over time this will stop the unconscious struggle because you're consciously deciding what's the most important thing to do.
2. Where you have competing areas of life - for example work and family, think of small changes to your schedule that can give you more rhythm in life. Are there things you can ask for help with like school collections or can you create work free space in your diary each week where the phone is off and your focus is with your family?
3. Calm down your stress and worry by taking care of your own needs in terms of health and exercise.



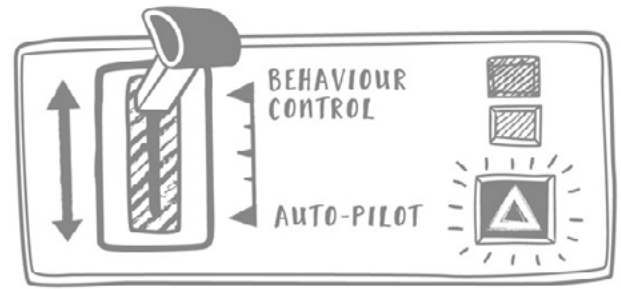
Mostly C

Your habits sabotage your time

Top three quick wins:

1. Do a habit audit. Monitor how you use your time and which habits get you good results and which don't. You can then change the ones which seem to drain your time or energy, you don't need to change them all.

2. Focus on creating a healthy routine and replace bad habits with good ones which are more efficient and help you achieve more. Implement one at a time so that you can test them out. For example if you waste time getting ready in the morning, get a few healthy choices in for breakfast so that you can always have something healthy and that you enjoy, without procrastinating over the choice.
3. Every day write down you top three priorities for the day and stick to them. Once your brain get used to achieving the things you set out, it will start to train itself to form new, more useful habits.



BOUNDARY CONTROL PANEL

Mostly D

Other people sabotage your time

Top three quick wins:

4. Instead of always saying yes to other people, experiment with saying maybe and give yourself time to reflect whether you really want to do this. Don't go straight from yes to no, this can be too harsh for other people.
5. Let other people know you are not to be interrupted by adopting an 'Do not disturb' look, walk or gesture. Most people pick up on subtle changes in body language so as long as you have a consistent approach, people will learn when to approach you and when to leave you alone.
6. Be proactive about offering to do things you really want to do for others, this will help you still feel friendly and supportive whilst setting clear boundaries on other things. So if you enjoy taking your daughter to ballet but don't like energy draining play dates, commit to the ballet with enthusiasm and find ways to reduce or have someone else pick up the play dates.



Can we help?

If you have any questions regarding your time mastery or if you'd like more information on our facilitation services and strategy support, get in touch by email at info@monkeypuzzletraining.co.uk. We look forward to hearing from you.