



Take the Business of Busyness Challenge

	POINTS
Do you have a professional vision or mission statement?	
5 points if it's documented and daily visible 3 points if it's only documented in a journal or notebook Bonus 2 points if you frequently and easily recite to others	
Do you have a personal vision or mission statement?	
5 points if it's documented and daily visible 3 points if it's only documented in a journal or notebook Bonus 2 points if it includes well-rounded focus (i.e.: family, community service, creative outlets, health, education, and spiritual activities). Bonus 2 points if you have shared it with your family and friends.	
Do you compare your to-do list against those visions and mission?	
5 points - often. It is how I prioritize my time, energy and focus 3 points - sometimes. But it rarely changes what I actually work on. I'm constrained in what I can do and what I have to do. 1 points – never. I'm too busy doing things for other people that my goals are somewhere off in the weeds.	
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5 points - often. It is how I prioritize my time, energy and focus 3 points - sometimes. But it rarely changes what I actually work on. I'm constrained in what I can do and what I have to do. 0 point – never. I'm too busy doing things for other people that my goals are somewhere off in the weeds.	
Do you find yourself delivering on your commitments either on time or early with high quality?	
5 points – often. I typically estimate the effort, time and priority of a task correctly. 3 points – sometimes. Although I can accurately estimate how long, I don't have any control over other people's schedule 0 points – rarely. My tasks are dependent on other people and the schedules are constantly changing (and therefore out of my control)	
Do you find yourself annoyed when you are interrupted?	
5 points – rarely. I expect a certain amount of interruptions; therefore, I incorporate time in my schedule to calmly handle what comes my way. 3 points – sometimes. Although I expect a certain amount of interruptions, they often occur at the most inopportune moments. I can get any positive momentum in my tasks. 0 points – often. My time is not my own	
Total your points	

Scoring:

- 30 or greater points: You are a Time Master. Independent of your surroundings you feel empowered to design your own life and manifest your own destiny. You have high integrity and are often in aligned with your personal and professional mission and vision.
- 20-29 points: Although you are on the right road, you are not always “walking the talk”. You to often allow external circumstances sway you more than they should.
- Below 20: Although you see the advantage of taking charge of your own calendar, time and focus, you are having a difficult time acknowledging and embracing your self-worth.

Bonus 10 points: I really want to make a change in how I prioritize my time, energy and focus. I want to learn how to say **YES** but on my own terms. I know that I am an empowered individual and I want to learn some techniques to better illustrate and feel that message.

For more information on the Corporate Exit Strategy Leadership and Time Management series

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