

**Time Management Chart**

**Time is money. Time can't be stored. Time management is necessary for achieving success in any sphere of life.**

<b>Name</b>		<b>Designation</b>		<b>Date</b>	
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**Reply to this questionnaire sincerely, then Review and March ahead to achieve your Goals. Best of Luck.**

<b>Sr. No.</b>	<b>Activity</b>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>	<b>Can't reply</b>
1	Whether you frame time Budget in the morning?				
2	Whether you do time Audit at night?				
3	Whether you keep work ready for staff before office starts?				
4	Whether you allot work to staff early morning?				
5	Whether you keep correspondence up to date?				
6	Whether you keep papers ready for discussions with visitors / superiors?				
7	Whether you converse with visitors without waste of time?				
8	Whether you speak on phone by points?				
9	Whether you prepare agenda for day / week / month?				
10	Whether you allow disturbance during meetings?				
11	Whether you read daily newspaper in 15 minutes?				
12	Whether you devote 30 minutes per day to general reading?				
13	Whether you use book in pocket to read while waiting?				
14	Whether you spend reasonable time with your family?				
15	Whether you devote some time to thinking?				
16	Whether you get at least ½ to 1 hour for yourself early morning / late night?				
17	Whether you do some physical exercise in morning or evening every day?				
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