



Are You in Control of Your Schedules?

Please remember that this questionnaire is for your personal use. You are not required to share your responses with anyone else (unless you wish to do so personally).

Hence, we request you to fill this in all honesty. Do not sugarcoat your responses, nor be overly critical of yourself. Be as honest as you can!

| | Never | Rarely | Often | Always |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. I have little control over my schedules (I feel like I am at the mercy of an out-of-control schedule) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I miss deadlines at work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I am working all day, but I can't seem to be getting any meaningful work completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. There is more email than will fit in 'one screen' in my inbox | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I can't help feeling that I haven't grown to the extent that I am capable of, in my career | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I feel like I could have taken less time to complete certain tasks had I been feeling 'fresher' and more 'rested' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I worry about uncompleted tasks (I worry about home at work, and about work, when I am at home) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I begin my day with a clear plan, by the end of the day I realize that circumstances have led me far away from this plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. My family grumbles that I have little or no time for them | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





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| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 10. Work dominates my day; work is all there seems to be in my typical day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I feel the need for more sleep that I am getting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I fail to keep in touch with loved ones and friends | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I struggle to keep in touch of my social media 'commitments' (accepting invites, responding to posts & messages, etc.,) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I am late for meetings/ deadlines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Physically, I feel less than fit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have scored 'often' or 'always' on 10 or more questions, then it is an indicator that you need to manage your schedules a lot better

