

How well do you use your time?



1 How would you describe your pace of life?

- a I'm easy-going. I just take life as it comes.
- b Quite fast, but I leave **enough** time for relaxation.
- c At times frantic, at times relaxed.
- d Non-stop **the whole** time but I like it that way.

2 How do you tackle all the things you have to do each day?

- a I do those things I feel like doing.
- b I prioritize. I do the important things and put off all the rest.
- c There's either not **enough** time to do everything or too much time with nothing to do. I find this difficult.
- d I have a daily 'to do' list that I tick off after **each** item is completed.



3 How many things have you begun and not finished in the last few years?

- a **Plenty** of things. I begin with **a great deal** of enthusiasm but then get bored.
- b **Hardly any**, just one or two minor things.
- c **Several** things. Sometimes I get distracted and move from one thing to another.
- d **None**. There are **no** uncompleted projects in my life. I see **each** of my projects through before I start the next.

4 When do you switch off your mobile phone?

- a Unlike **most people** these days, my problem is forgetting to switch it on!
- b In some public places and when I need some peace and quiet.
- c Not as often as I should.
- d Only if I have to.

5 What is your attitude to punctuality?

- a I don't waste time worrying about it.
- b Being late is impolite and inefficient so I try to be punctual.
- c I like to be on time in theory but in practice I'm often late.
- d I'm always on time. I have **no** patience with people who are late.



6 How do you spend your leisure time?

- a Doing a bit of this and that. I don't know where time goes.
- b I recharge my batteries with **a few** hobbies and being with friends.
- c I keep trying different things that people suggest, but nothing really grabs me.
- d I have **few** hobbies and **little** leisure time. I try to put **the whole** of my life to good use.

7 How do you keep in touch with friends?

- a I wait for them to get in touch with me.
- b In **several** ways – emails, Facebook, texting, but also I like to phone them for a proper chat.
- c In any way I can – but it can be difficult. I think 'I must contact X' but time passes and I find I haven't.
- d **Most** of the time I text. It's quick and efficient.

8 Which of these is closest to your philosophy on life?

- a Whatever will be will be.
- b Life is not a dress rehearsal.
- c There is a season for everything.
- d Grasp **every** moment.