



## Time Allocation

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### How do you allocate your time?

- \_\_\_\_\_ 1- Do you do what you like to do before doing what you don't like to do?
- \_\_\_\_\_ 2- Do you do things that are easiest before doing things that are difficult?
- \_\_\_\_\_ 3- Do you do things that require little time before doing things that require a lot of time?
- \_\_\_\_\_ 4- Do you respond to demands from others before you respond to demands from ourselves?
- \_\_\_\_\_ 5- Do you do things that are urgent before doing things that are important?
- \_\_\_\_\_ 6- Do you perform interesting tasks before uninteresting tasks?
- \_\_\_\_\_ 7- Do you wait until a deadline approaches before you really get moving?
- \_\_\_\_\_ 8- Do you tend to work on things in the order of their arrival?
- \_\_\_\_\_ 9- Do you work on the basis of the squeaky-wheel principle?
- \_\_\_\_\_ 10- Do you respond on the basis of the consequences to you of doing or not doing something?

<p>It is not enough to be busy; so are the ants. The question is: What are we busy about? <i>Henry David Thoreau</i></p>
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