



Are You a Procrastinator? Quiz

Name _____

Your Results _____

Date _____

Take the following multiple-choice quiz with a pencil by circling the letter for your answer, then use the answer key at the end to determine your score on whether procrastination is limiting your success.

1. **It's noon on Friday, and your boss has assigned you to write an important report, due by the following Thursday. Your afternoon workload is light. You...**
 - a. Use the afternoon to plan how you will execute the task, creating a to-do list and designating how much time you will spend working on the report next week.
 - b. Immediately begin gathering data and doing your research in preparation for writing the report.
 - c. Wait until Wednesday to work on the report; that way your mind will be fresh to discuss the report with your boss and you won't have to waste time reviewing the material before the meeting.
2. **On your typical daily to-do list, you average about 10 to-dos per day. At the end of the day, how many of those items do you typically cross off?**
 - a. 8-9 items
 - b. 4-5 items
 - c. 1-2 items
3. **You receive a voice-mail message from a customer requesting information about their case. You...**
 - a. Return the call as soon as you receive the message.
 - b. Call within 24 hours.
 - c. Wait until the customer calls you back; after all, isn't it more convenient if customers call you when it's best for them? You don't want to interrupt them.
4. **In the past three months, you have made excuses for being late on a assignment or missing a deadline...**
 - a. 1-2 times.
 - b. 2-3 times.
 - c. 4 or more times.
5. **You have accepted the assignment of presenting at the OCSEA Conference in 2 months. You...**
 - a. Prepare your presentation as soon as you are given the assignment and rehearse before the day it is due.
 - b. Prepare your speech and visual aids at least one week before the presentation.
 - c. Prepare 1-2 days before the presentation.





6. **Before you begin work on a major task, you...**
 - a. Clean and organize our workspace; you will be more productive in a clutter-free zone.
 - b. Talk to your co-worker, go to the bathroom, fill up our coffee cup, spend a few minutes taking care of minute tasks—all the necessities so you can begin to work.
 - c. Jump right in and begin working on the task.
 7. **You are late for work...**
 - a. Very rarely and only when you have a legitimate reason.
 - b. Once or twice a month.
 - c. Once or twice a week.
 8. **When you tackle your to-do list, you...**
 - a. Start with the easiest or most fun/interesting tasks first and save the task you hate for later.
 - b. Do one task you like and then one you dislike until you have finished your to-do list.
 - c. Start with the most difficult or least interesting tasks first, saving the best for last.
 9. **The oldest item on your to-do list is...**
 - a. More than a month old.
 - b. Two weeks old.
 - c. Less than a week old.
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Answer Key:

Give yourself a number of points indicated for each answer:

1. A-2, B-1, C-3
2. A-1, B-2, C-3
3. A-1, B-2, C-3
4. A-1, B-2, C-3
5. A-2, B-1, C-3
6. A-2, B-3, C-1
7. A-1, B-2, C-3
8. A-3, B-1, C-2
9. A-3, B-2, C-1

Your Score:

10-15: Excellent. You usually don't procrastinate. Examine any question on which you scored more than 1 and develop a plan for overcoming the bad habit involved.

16-25: Fair. Look for patterns where you are falling short. Review the Best Practices for Time Management and 8 Ways to Improve Your To-Do List for tips you can apply to improve your record.

26-30: Poor. Procrastination is taking a heavy toll on your achievement. Review the Step Two: Tips to Overcome Procrastination. Each week over the next month, resolve to take one action to end procrastination. Examples: Week 1, break large assignments into small tasks; Week 2, overhaul your to-do list, based on the tips the Time Management documents; Week 3, practice jumping in when you receive a new task; and Week 4, set interim deadlines and ask others to check on your progress. Take the quiz again after a month to gauge our progress and pinpoint areas for further improvement.

