Are you busy or productive? QUIZ!

Directions: Circle A, B or C for each scenario:

1. **When I go about a typical busy day...**
   a. I have a clear plan of what needs to be done, where I'm going and what I'm accomplishing. The items on my to-do list almost always get done.
   b. I don't have a clear plan for my day but I get a lot done.
   c. I go from task to task and often run out of time or forget about important responsibilities.

2. **At the end of a busy day, I usually feel...**
   a. energized and happy.
   b. like I got a lot done, but like there's still so much to do.
   c. frazzled and exhausted.

3. **When I'm asked to take on a new project, I...**
   a. make sure it fits with my vision or purpose statement, season of life, schedule and priorities before committing. I give it my all and see it through to the end.
   b. consider it for a while but usually take it on, and sometimes end up bailing on it later.
   c. usually take it on...and live to regret it.

4. **The last time I felt overwhelmed with busyness was...**
   a. over the holidays or during my last big project.
   b. in the last few months.
   c. within the last 48 hours.

5. **My friends would describe me as...**
   a. someone who is calm, organized and productive.
   b. someone who gets a lot done but sometimes seems stressed out.
   c. someone who is usually busy, on the go and overwhelmed.

6. **When it comes to "me time" or self care...**
   a. I schedule in and plan for time to take care of myself, mentally, physically and emotionally.
   b. I take pretty good care of myself...most of the time.
   c. "Me time?" What's that?

7. **If a friend needed your help at the last minute, they would think...**
   a. she always has excess capacity to help people, I know I can count on her.
   b. I might luck out and catch her on a slow day.
   c. I know she'd be too busy to help me.
8. Think about that DREAM you have, that thing you've always wanted to do. You want to make it happen this year. You think...
   a. I can easily fit it in to my weekly schedule by moving things around and adding it to my calendar. I'm excited!
   b. I'll try to make some progress but I doubt I'll accomplish much with everything else going on. It's discouraging.
   c. There's no way I can make time for that! It's hopeless.

9. You're feeling overwhelmed by obligations and responsibilities. You think...
   a. It's just for a short season, I'll be back to normal soon.
   b. It will just come and go, like always.
   c. What else is new? This is my life!

10. When it comes to work/life balance...
   a. I've got it down. I work hard and play hard and have time for what matters.
   b. I do OK with balancing home, work, life and everything else.
   c. I feel like my life is always out of whack and may never level out.

Count up your
A answers _____
B answers _____
C answers _____

Mostly As: You're productive. Hooray for you! Keep it up!

Mostly Bs: You're in the middle between productive and busy. A few strategic changes and you'll be more productive in no time!

Mostly Cs: You're busy. Taking small steps toward less busyness and more productivity will make a big difference.

NOTES:

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