The following list describes time-related difficulties people sometimes experience. Please indicate how often each is a difficulty for you, using the numbers shown:

0. Seldom or never a difficulty for me
1. Sometimes a difficulty for me
2. Frequently a difficulty for me

My time is directed by factors beyond my control
Interruptions
Chronic overload—more to do than time available
Occasional overload
Chronic underload—too little to do in time available
Occasional underload
Alternating periods of overload and underload
Disorganization of my time
Procrastination
Separating home, school, and work
Transition from work or school to home
Finding time for regular exercise
Finding time for daily periods of relaxation
Finding time for friendships
Finding time for family
Finding time for vacations
Easily bored
Saying “yes” when I later wish I had said “no”
Feeling overwhelmed by large tasks over an extended period of time
Avoiding important tasks by frittering away time on less important ones
Feeling compelled to assume responsibilities in groups
Unable to delegate because no one to delegate to
My perfectionism creates delays
I tend to leave tasks unfinished
I have difficulty living with unfinished tasks
Too many projects going at one time
WELLNESS WORKSHEET 13 — continued

____ Getting into time binds by trying to please others too often
____ I tend to hurry even when it’s not necessary
____ Lose concentration while thinking about other things I have to do
____ Not enough time alone
____ Feel compelled to be punctual
____ Pressure related to deadlines

Scoring
Add your scores and find your rating below.

0–9 Low difficulty with time-related stressors
10–19 Moderate difficulty with time-related stressors
20 or more High difficulty with time-related stressors

Now go back and underline the five most significant time-related stressors for you. Identify two concrete strategies you can take to help relieve each of these key stressors.

Stressor 1:

1.

2.

Stressor 2:

1.

2.

Stressor 3:

1.

2.

Stressor 4:

1.

2.

Stressor 5:

1.

2.