

Getting Organized Self-Test

If you answer NO to 1 or more of these questions, then The Training AdvantEdge highly recommends this course.		YES	NO
1.	Are you comfortable with the amount of work you have to get completed in the time available?		
2.	Do you believe you are already using your time effectively?		
3.	Do you have a time-management system that is already working well for you?		
4.	Do you consider yourself a good delegator?		
5.	Can you say “no” to people and activities when necessary?		