


Your Time Attitude

The intent of the assessment below is to elicit specific attitudes toward the use of time. There is no “right” or “wrong” answer. It is best to use this instrument at the beginning of a discussion/training on how time is used and abused in the workplace.

1. When you go to the McDonald’s drive-thru, what is your response when the person in the little window tells you to pull forward because your order is not ready:
 - a. I just make the best of it--clean out the ashtray.
 - b. “You call this a drive-thru?”
 - c. “Sure, I’ll be happy to wait.”
 - d. Other _____
2. Someone made an appointment to meet you, in your office, at 10 a.m. It is now 10:20 a.m. and this person is nowhere to be found. This person has a reputation of being late. What is your attitude?
 - a. I’m angry – won’t say anything.
 - b. I will do other things -- it is no big deal.
 - c. I am disgusted and will confront.
 - d. Other _____
3. You have a doctor’s appointment at 10:00 a.m. on a workday. The appointment is a check-up for a bad cold. It is now 10:50 and you haven’t left the waiting room. You know work is piling up. What is your attitude?
 - a. I will tell the nurse I’m not waiting any longer and leave.
 - b. I will read dated magazines until the doctor arrives -- it is no big deal.
 - c. I am thrilled -- I don’t have to work.
 - d. Other _____
4. A co-worker (who you are not especially impressed with) has asked you to write a letter of recommendation to put with his/her resume. With the uncertainty of the future, this person just wants to “have the bases covered.” You consent to write the letter. This co-worker continues to ask you for the letter. It has been almost three weeks from his/her first request. What will be your response when the co-worker asks the next time for the letter?
 - a. “Would you please get off my back. I said I would write it.”
 - b. “I’m sorry. I just keep forgetting-I will write it now.” (and keep procrastinating)
 - c. “Right, right, I’ll get to that.”

d. Other _____

5. You have an “in” box on your desk which looks like it is throwing up. This sight depresses you every day. The pile never seems to get smaller. What will you do?

- a. Throw everything out and just start fresh today.
- b. Stay an extra two hours tonight to go through it.
- c. Work on it over the weekend.
- d. Other _____

