

Quiz: How organized are you?

	Yes	No
1. At the end of a typical day, do you feel you have accomplished something of value?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have healthy routines that you regularly adhere to?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a clear vision for your life?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have clear daily, weekly, and monthly goals?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have one central calendar where all of your appointments are regularly kept up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you missed, or been late for, an important appointment in the last three months?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you find yourself searching for the time /date of an important upcoming meeting?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has it taken you longer than 48 hours to return an important phone call?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you searched longer than 10 minutes for someone's telephone number or email address?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are there stacks of paper on your desk?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you spent more than 15 minutes searching for something within the last month?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you received a "late notice" on a bill in the last 6 months because you forgot to pay it?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are there emails in your inbox that you haven't addressed in longer than a week?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there snail mail accumulating anywhere in your home or office?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you procrastinate performing certain tasks until they become urgent?	<input type="checkbox"/>	<input type="checkbox"/>

How did you do?

Give yourself 1 point for each “yes” answer in questions 1-5. Give yourself 1 point for each “no” answer in questions 6-15. Total your points.

SCORE _____

13 - 15 points You are an organizational guru! Congratulations!

9 - 12 points Not too bad! Perhaps brushing up on some organizational skills could make life even better.

5 – 8 points Your life must feel stressful due to disorganization. It can get better with some key organizational changes in your life.

0 – 4 points Have faith! There is hope for you yet! Some key organizational habits can get you back on track. Read *“Get it Together: Five Habits of Exceptionally Organized and Successful People”* for help.