

FPA Survey



Directions: Circle the value that best represents how you operate.

- 0 = I never do this.
- 1 = I seldom or rarely do this.
- 2 = I occasionally or sometimes do this.
- 3 = I frequently or often do this.
- 4 = I always do this.

1. I know what I want to accomplish.	0	1	2	3	4
2. I commit goals, in writing, that are specific and measurable.	0	1	2	3	4
3. I prepare an action plan for achieving each of my goals.	0	1	2	3	4
4. I identify, in writing, my personal, work, and community roles and responsibilities.	0	1	2	3	4
5. I write goals for my job and personal life.					
6. I use a scheduling tool to keep track of my appointments and schedule events.	0	1	2	3	4
7. I keep my roles and responsibilities accessible.					
8. I subdivide my goals into small, manageable, and easily attainable pieces.	0	1	2	3	4
9. I continually build monthly, weekly, and daily actions list.	0	1	2	3	4
10. I maintain a permanent record of all my roles and responsibilities.	0	1	2	3	4
11. I maintain a permanent record of all my personal goals.	0	1	2	3	4
12. I schedule time to work on my high priority goals.	0	1	2	3	4
13. I update all my roles and responsibilities regularly.	0	1	2	3	4
14. I rank and prioritize my goals in order of importance.	0	1	2	3	4
15. I use a time management system to prepare daily actions and set priorities for the day.	0	1	2	3	4

Focus

Plan

Act

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

F _____

P _____

A _____

Very Effective = 20-17

Effective = 16-13

Somewhat Effective = 12-9

Ineffective = 8-1