

ITS PERSONAL EFFICIENCY ASSESSMENT

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ANSWER ALL THE FOLLOWING QUESTIONS  
BY CIRCLING "YES" OR "NO"

Take the answer that first occurs to you; if in doubt, answer according to what applies to you most of the time.

- A. I like the color gray . . . . . YES NO
- B. I like the color violet . . . . . YES NO
1. I alter my course of action midstream . . . . . YES NO
2. I spend time looking for things . . . . . YES NO
3. I fail to define my goals clearly . . . . . YES NO
4. I set unrealistic deadlines . . . . . YES NO
5. I waste time worrying about how much I have to do . . . . . YES NO
6. I have conflicting goals . . . . . YES NO
7. I still belong to a group I'm no longer interested in . . . . . YES NO
8. My work space is too cluttered . . . . . YES NO
9. I take too long to make decisions . . . . . YES NO
10. I'm still trying to finish something I should have discarded long ago . . . . . YES NO
11. I fail to learn from past mistakes . . . . . YES NO
12. I procrastinate . . . . . YES NO
13. I'd rather talk about my projects than do them . . . . . YES NO
14. I fail to evaluate my priorities concerning time . . . . . YES NO
15. I don't really like what I'm doing . . . . . YES NO
16. I am doing things mainly to get someone else's approval . . . . . YES NO
17. I wouldn't know what to do with any extra time . . . . . YES NO
18. I haven't created a step-by-step procedure for attaining my goals . YES NO
19. I overlook details . . . . . YES NO
20. I am doubtful that my plans will ever amount to anything . . . . . YES NO
21. I worry about step 4 when I'm still on step 1 . . . . . YES NO
22. I fail to investigate better alternatives for doing things . . . . . YES NO
23. I refuse to abandon a plan that isn't working . . . . . YES NO
24. I spend too much time organizing my time . . . . . YES NO
25. I don't allot enough time to complete things . . . . . YES NO
26. I don't picture the end result clearly enough . . . . . YES NO
27. I go on to further steps before I complete the one I'm on . . . . . YES NO
28. I'm keeping things I know I'll never use again . . . . . YES NO
29. I end up making twice as much work for myself by rushing . . . . . YES NO

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- 30. I fail to keep track of appointments . . . . . YES NO
- 31. I fail to make appropriate lists of what I need to accomplish . . . YES NO
- 32. I lack persistence . . . . . YES NO
- 33. I don't have a standard procedure . . . . . YES NO
- 34. I have a routine I absolutely never alter . . . . . YES NO
- 35. I use unrealistic standards to evaluate my progress . . . . . YES NO
- 36. I leave things until the last minute and then make a crash effort . YES NO
- 37. If I'm more efficient, people will take advantage of me . . . . . YES NO
- 38. I try to do too much . . . . . YES NO
- 39. I commit myself to do things I really don't want to do . . . . . YES NO
- 40. I have too many incompletd projects . . . . . YES NO
- 41. I fail to distinguish between what I have to do and what I'd like  
to do . . . . . YES NO
- 42. I begin with insufficient information . . . . . YES NO
- 43. I think of better ways of doing things rather than doing them . . . YES NO
- 44. I feel obligated to do things people ask me to do . . . . . YES NO
- 45. There's never time for the things I really want to do . . . . . YES NO
- 46. There are people around me who are unsupportive of my goals . . . . YES NO
- 47. My activities aren't directed toward the result I want to produce . YES NO
- 48. My accomplishments go unrecognized . . . . . YES NO
- 49. I fail to predict pitfalls . . . . . YES NO
- 50. I pretend to be too busy . . . . . YES NO
- C. I like the color pink . . . . . YES NO
- D. I like the color black . . . . . YES NO

ITS MONEY ASSESSMENT

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ANSWER ALL THE FOLLOWING QUESTIONS  
BY CIRCLING "YES" OR "NO"

Take the answer that first occurs to you; if in doubt, answer according to what applies to you most of the time.

- A. I like oranges. . . . . YES NO
- B. I like apples . . . . . YES NO
- 1. I never have enough money . . . . . YES NO
- 2. I fail to evaluate my financial priorities . . . . . YES NO
- 3. I am disorganized with money . . . . . YES NO
- 4. I worry about money . . . . . YES NO
- 5. I don't have specific financial goals . . . . . YES NO
- 6. I use money to get attention . . . . . YES NO
- 7. I have stolen things in the past . . . . . YES NO
- 8. I take financial risks I can't afford . . . . . YES NO
- 9. I spend money in order to feel better . . . . . YES NO
- 10. I don't know how much my financial holdings amount to . . . . . YES NO
- 11. I use money to control people . . . . . YES NO
- 12. I don't get people to pay me back . . . . . YES NO
- 13. I have a lot of old bills to pay . . . . . YES NO
- 14. I fail to plan ahead . . . . . YES NO
- 15. I don't keep track of what I spend my money on . . . . . YES NO
- 16. I lack a program for saving money . . . . . YES NO
- 17. I overspend in order to displease someone . . . . . YES NO
- 18. I am stingy . . . . . YES NO
- 19. I fail to distinguish between what I want and what I need . . . . . YES NO
- 20. I'm afraid of being corrupted by money . . . . . YES NO
- 21. I don't deserve to have a lot of money . . . . . YES NO
- 22. I conceal how much money I have . . . . . YES NO
- 23. I've failed to pay some debts . . . . . YES NO
- 24. I boast about the price of things I buy . . . . . YES NO
- 25. I borrow money unnecessarily . . . . . YES NO
- 26. I am overly careful with my money . . . . . YES NO
- 27. I use money for things that are against my moral code . . . . . YES NO
- 28. I spend money I expect to have before I actually have it . . . . . YES NO
- 29. I don't enjoy the money I do have . . . . . YES NO

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- 30. I hoard rather than save . . . . . YES NO
- 31. I fail to investigate thoroughly before I invest . . . . . YES NO
- 32. I spend money impulsively . . . . . YES NO
- 33. Money is hard to come by . . . . . YES NO
- 34. I have cheated people out of money . . . . . YES NO
- 35. It's better to be spiritual than rich . . . . . YES NO
- 36. I use money to impress people . . . . . YES NO
- 37. I'm not getting what I'm worth . . . . . YES NO
- 38. I'd go out of control if I had too much money . . . . . YES NO
- 39. I overlook possible sources of income . . . . . YES NO
- 40. I need more information about managing my money . . . . . YES NO
- 41. Too many possessions can be a burden . . . . . YES NO
- 42. If I had too much money, people wouldn't like me for myself . . . . . YES NO
- 43. I've told lies about my income . . . . . YES NO
- 44. Instead of repairing a possession, I buy a new one . . . . . YES NO
- 45. I fail to purchase things I do need . . . . . YES NO
- 46. Money is power, and I'd probably misuse it . . . . . YES NO
- 47. I always have to have the latest model . . . . . YES NO
- 48. You have to be a schemer to get rich . . . . . YES NO
- 49. I neglect the maintenance of my possessions . . . . . YES NO
- 50. I don't want to be too conspicuously wealthy . . . . . YES NO
- C. I like bananas . . . . . YES NO
- D. I like pears . . . . . YES NO