

Get It Done 101: How Are You Doing On the Basics?

Do you find yourself spinning your wheels, wondering why you don't get more done on your dissertation or publication? Maybe you don't have the basics in place -- the organizing that is the backbone of any large project. Take this self assessment and find out!

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I keep ongoing lists of the tasks I need to doLess True - 1 2 3 4 5 - More TrueI check my lists dailyLess True - 1 2 3 4 5 - More TrueI have my lists broken down into categories (e.g., home, writing, networking)Less True - 1 2 3 4 5 - More TrueI review my lists weeklyLess True - 1 2 3 4 5 - More TrueI maintain a calendar that I use on a daily basisLess True - 1 2 3 4 5 - More TrueThe night before, I write down what I need to do the next day.Less True - 1 2 3 4 5 - More TrueTo the extent possible, I do small tasks (under 5 minutes) as they crop upLess True - 1 2 3 4 5 - More TrueI batch my undone small tasks and schedule a time to do themLess True - 1 2 3 4 5 - More TrueI'm able to handle the anxiety that certain tasks cause and complete the tasks in a timely mannerLess True - 1 2 3 4 5 - More TrueI maintain daily organizational work habits such as checking my calendar, consulting my to do lists, and having a specific time to read email or return phone callsLess True - 1 2 3 4 5 - More TrueI have good techniques for preventing and dealing with unwanted interruptionsLess True - 1 2 3 4 5 - More TrueI have a reminder or tickler system that is effectiveLess True - 1 2 3 4 5 - More TrueI do small tasks even when I don't feel like doing themLess True - 1 2 3 4 5 - More TrueI usually meet my own self-imposed deadlinesLess True - 1 2 3 4 5 - More TrueI have a filing system in placeLess True - 1 2 3 4 5 - More True

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