



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"/>

Give your self 1 point for each "yes" answer in questions 1-5. Give your self 1 point for each "no" answer in questions 6-15. Total your points.

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.

To start working on becoming more organized and successful, read the article "Get it together! Five habits of exceptionally organized and successful people" at www.liveandworkonpurpose.com