

## FOCUS QUIZ

***How well do you prioritize, respond to distractions, and take action on your creative work and most important projects?***

**Take this 3-minute, 10-item quiz to find out.**

**Answer each statement honestly and calculate your score to get your evaluation, action steps, and recommended resources.**

1. I find it hard to resist distractions like surfing the web, especially when I have a big, important project to do or a tedious, critical task to complete.
  - Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 points)
  
2. No matter how long and hard I work, I still don't get the right things done.
  - Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 point)
  
3. I go by a lengthy list of to-dos that just keeps growing and has little end in sight.
  - Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 point)

## FOCUS QUIZ

4. I have trouble setting realistic expectations for what I can accomplish in a day.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 point)
5. I spend most of my work day reacting to urgent requests, last-minute demands, or otherwise get derailed by whatever comes up.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 points)
6. I go out of my way to help others even when it doesn't serve my interests or match my priorities.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 points)
7. When I'm in a meeting or a conference call, I find myself tuning out, multitasking, and missing key questions and information.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 points)

## FOCUS QUIZ

8. I feel overwhelmed and frustrated at the end of the day when I think about all the things I have not done.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 points)
9. I can't stop jumping from one thing to the next even when I need to complete a task that requires close attention and deliberate thought.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 point)
10. I don't make time or follow plans to work on my creative, important projects; I just do them when I feel like it.
- Almost never (3 points)
  - Sometimes (2 points)
  - Often (1 point)
  - Almost always (0 point)



## FOCUS QUIZ

### Evaluating Your Score

#### Under 10 points:

You lack focus and tend to be disorganized and overwhelmed. You give in easily to distractions and allow others to set your agenda. You have trouble setting your key priorities and breaking down your big goals into small action steps.

**Action Steps:** Get your priorities straight so you can focus on what you really need to get done. Set rituals, follow routines and schedule time for your critical projects.

**Recommend Reading:**

[Make Space for What You Want](#)

[How to Be an Amazing Professional](#)

[How to Make To-Do Lists Work for You](#)

#### 10 to 16 points:

Your focus is usually off because you invest too much time juggling multiple things and reacting to interruptions and last-minute requests. You generally have unrealistic expectations about what you can accomplish and often end up working long and hard to meet your expectations.

**Action Steps:** Stop trying to accomplish too many things at once. Engage in single-tasking and focus on just your top priorities. Set due dates and reasonable timelines to do things, without overextending yourself.

**Recommended Reading:**

[Deadlines and Due Dates: Friend or Foe?](#)

[Working Hard Doesn't Always Work](#)

[Multitasking: 6 Steps to Help You Quit](#)

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### Evaluating Your Score

#### 17 to 24 points:

You are reasonably focused, but wish you could sustain your momentum for a longer period or more consistently. You can usually resist distractions like surfing the web and checking emails, but generally struggle with saying no to colleagues, supervisors, and clients who steer you away from your true priorities.

**Action Steps:** Learn to say no to things that don't really matter. Set boundaries and delegate more. Act according to what you truly value, instead of striving so hard to impress others.

**Recommended Reading:**

[The Power of No](#)

[Putting Reactive Work on the Back-Burner](#)

[Making Choices: 7 Tips](#)

#### 25 points or over:

You are very focused and usually feel a great sense of accomplishment at the end of your day. You know how to set priorities and make consistent progress on the right things, even in the face of constant interruptions and ongoing distractions.

**Action Steps:** Recharge and rejuvenate – you deserve a break! Examine your big goals to make sure they're aligned with your deepest desires, core values, and purpose in life.

**Recommended Reading:**

[Setting Flexible Goals](#)

[Do What Comes Naturally: Myths & Pitfalls](#)

[When Procrastination Works](#)