



### **Definition of Time Management:**

The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

An important superior performance attribute that you should look for in every candidate.

### Typical Behaviors of People Who Have Strong Time Management Skills:

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes work flow disruptions and time wasters to complete high quality work within a specified timeframe.

### Time Management Skills Interview Questions Reminders:

As you ask candidate's these questions realize that you don't need to know in advance what the 'perfect' answer to each question is. **It is just your job to:**

- Know that time management is important to superior performance
- Listen aggressively to the candidate's answers. Do the answers indicate a superior performers mindset?
- Press the interviewee to provide **specific** answers and examples.
- Remember: If a person is strong in an area they will be able to provide specific examples. If they are NOT strong in this area their answers and examples will tend to be weak and limp.

These may seem like "hard" questions. Do not shy away from using them. This Skill is too important. Try a couple of them in your next interview. You may be surprised at how well they work, and how much they reveal.

### Time Management Skills Interview Questions:

1. Give me a specific example of a project that you were responsible for organizing from beginning to end. How did you go about it? How did you deal with changes that arose? How did you ensure that the project stayed on track? What was the final outcome? What did you learn from this experience?
2. Have you ever faced a day in which you just couldn't get everything done that you had planned? How did you handle it? (If the position sometimes requires extra hours, simply ask the candidate if they are able to fulfill that requirement).
3. Do you consider yourself to be a good time manager? Share with me the planning system you use and show me how you use it.



4. We have all had times where it was necessary to balance work and personal or family time. Give me an example of a time when you had too many things to do in both areas of your life and describe how you went about prioritizing your time.
5. How much time do you spend getting organized on a daily basis? When do you do it? What impact do you think this habit has on your results?
6. What is the difference between activity and results? How do you personally define this difference?
7. What time of the day are you at your best? How do you organize your activities around your most productive times?
8. Tell me about the most aggressive, self-starting person you ever knew. What did you admire most about that person? Least?
9. Give me an example of a time when you went and made something happen without much outside prodding.
10. How would you approach a new task that you've been assigned without being given much direction?
11. Describe a time when you were proactive. Describe a time when you were reactive. How did the results differ?
12. As part of our reference checking, we will contact your former manager at some point. What will he/she tell us about your capacity as a self-starter? What example do you think your former manager will use to illustrate his/her point?

**Additional – General and Basic Interview Questions** for Better Understanding A Person's Level of Engagement and Commitment in Their Most Recent Position – Another Avenue for Determining Strong Self-Management Skill Strength, As Well As [Job Fit](#):

1. Describe what you do in your current job. Share specific examples of how you add value in that job.
2. What jobs have you enjoyed the most? Why? Please share specific examples of what you enjoyed.
3. What jobs have you enjoyed the least? Why? Please share specific examples of what you disliked.
4. Give specific examples of past environments you worked best in.
5. Give specific examples of past environments that did not work well for you.
6. What kind of responsibilities would you like to avoid in your next job? Why?