

Motivating Business Quiz

Desk Organizing	Yes	No
1. Does your desk look like a volcano about to erupt?		
2. Would going through your desk drawers be like an archeological dig?		
3. Do some of the mail on your desk and items in your "to read" stack qualify as ancient history?		
Paper Filing	Yes	No
1. Do your file cabinets look like a stuffed turkey?		
2. Are you spending too much time searching for files and information?		
3. Are you in a panic when deadlines arrive because you can't find your necessary documents?		
Procrastination	Yes	No
1. Is your philosophy on unpleasant tasks "tomorrow, tomorrow, tomorrow"?		
2. Are your stacks made up of items that you say you will do later?		
3. Do you leave tasks unfinished and start new ones?		