

## Paper Planner or Electronic Planner? Self-Assessment Questionnaire

	a	b
1. On average, how many different people do you phone during any one month? a. 20 or less b. more than 20		
2. Do you remember things better when you write them down? a. yes b. no		
3. When you purchase a new piece of equipment, do you read the instruction manual? a. hardly ever b. almost always		
4. When you read a book or article, do you flip back to review previous pages? a. often b. rarely		
5. How often do you clean out your drawers/file cabinets? a. only when you have to b. on a regular schedule		
6. Do you tend to remember where on a page you wrote something down? a. yes b. no		
7. Do you believe business cards convey something about the company's personality? a. yes b. no		
8. Do you frequently get absorbed in what you're doing and forget about the time? a. no b. yes		
9. In general, how do you format your to-do lists? a. by associations or groupings b. by sequence, priority, or chronology		
10. Do you print email that contains information you don't want to lose? a. frequently b. rarely		
11. Which do you prefer? a. to watch the news on TV b. to read the news in the newspaper		
12. When going someplace new, which would you prefer to have? a. a map showing the route b. written step-by-step directions		
13. When attending a meeting or class, which are you most likely to do? a. take a lot of notes b. take only a few notes		
Total		

The more times you answered "b," the more strongly you should consider an electronic planner. Conversely, the more times you answered "a," the more strongly you should consider a paper planner.

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