

## THE URGENCY INDEX

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Circle the number that best represents your normal behavior or attitude using this scale:

- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
1. I seem to do my best work when I'm under pressure.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
2. I often blame the rush and push of external things for my failure to spend deep introspective time with myself.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
3. I'm often frustrated by the slowness of people and things around me. I hate to wait or stand in line.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
4. I feel guilty when I take time off from work.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
5. I always seem to be rushing between places and events.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
6. I frequently find myself pushing people away so I can finish what I'm doing.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
7. I feel anxious when I'm out of touch with the office.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
8. I'm often preoccupied with one thing when I'm doing something else.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |
9. I'm at my best when I'm handling a crisis situation.
- | Never |   | Sometimes |   | Always |
|-------|---|-----------|---|--------|
| 0     | 1 | 2         | 3 | 4      |

10. I often eat lunch or other meals while I work.

Never		Sometimes		Always
0	1	2	3	4

11. I keep thinking that someday I'll be able to do what I really want.

Never		Sometimes		Always
0	1	2	3	4

12. It's difficult for me to really complete things without the pressure of a deadline.

Never		Sometimes		Always
0	1	2	3	4

13. I often give up quality time with important people in my life to handle situations at work.

Never		Sometimes		Always
0	1	2	3	4

14. I feel like I've really been productive if I've checked off a lot of items on my "to do" list.

Never		Sometimes		Always
0	1	2	3	4

15. I get irritated when I, or others, make mistakes, or when things don't go right or get delayed.

Never		Sometimes		Always
0	1	2	3	4

16. I start thinking about what I have to do at work within a few minutes of waking up.

Never		Sometimes		Always
0	1	2	3	4

17. I have a hard time slowing down and relaxing when I reach the end of the workday.

Never		Sometimes		Always
0	1	2	3	4

18. When something cancels or I get unexpected free time, my first thought is what work I can fill the empty space with.

Never		Sometimes		Always
0	1	2	3	4

19. I have a hard time creating sacrosanct space in my life into which work doesn't intrude.

Never		Sometimes		Always
0	1	2	3	4

20. While I'm working, I feel the pressure of all the other things I have to do that are hanging over me.

Never		Sometimes		Always
0	1	2	3	4

**\* Add up together all your scores and place the total here:**

**0-30 Low Urgency Mind-Set**

**30-50 High Urgency Mind-Set**

**51+ Urgency Addiction**

**Source:**

The Leadership Center at Washington State University. "The Urgency Index." 3 Oct. 2003  
<<http://cub.wsu.edu/Lead/library/resources/Time%20Management/The%20Urgency%20Index.pdf>>.