Time Management Questionnaire

Name

Time management is a wide and diverse area, with different issues and challenges for each of us. While general principles can be covered in group training, each person's situation and priorities are best addressed through one-to-one coaching. This questionnaire helps the preparation of group training and personal coaching.

1. What aspect(s) of your time management do you most want to improve?

2. What do you think causes the above? (think about your personal reasons - why you are the way that you are - as well as the external pressures that have an affect).

contd...

3. Which of these would you like to improve? (indicate **A** for **Very Significant**, and **B** for **Significant**. Mark **X** for any factor that is not significant or relevant to you):

- [ ] day-to-day planning (action lists, prioritising, getting things done).
- [ ] planning projects or complex tasks (and executing them).
- [ ] medium/long-term planning (establishing goals and aims, steps to achieving).
- [ ] managing the balance between work and private/personal/home time.
- [ ] being firm (saying no politely, resisting interruptions, managing workload).
- [ ] delegating (letting go, handing over, allocating tasks and following-up).
- [ ] efficiency of certain processes (finding more efficient ways to do things).
- [ ] decision-making and finishing tasks.
- [ ] prioritising tasks and actions (timings, urgent versus important).
- [ ] communicating (especially dealing with written received communications).
- [ ] working to a deadline (without finishing in a panic).
- [ ] personal time-keeping (keeping an eye on the time and what needs doing).
- [ ] others? ...
- [ ]
- [ ]
- [ ]
- [ ]

4. Keep a time-log to the nearest minute of everything you do over a **typical** working period of at least one day. Include dealing with interruptions, travel and breaks. Highlight everything that was not planned, and make a note alongside anything that was of special note, good or bad.

5. Any other comments of thoughts? Eg, how important do you consider time management to be alongside other skills/abilities that you might want to develop? Do time management pressures vary a lot according to your situation, job, time of year, etc? What time management improvements have you implemented in the past and with what result? Continue on a separate sheet if necessary.