



Grundtvig programme



## Project “Are we masters or slaves of time?”

### QUESTIONNAIRE

#### HOW IS THE MANAGEMENT OF YOUR TIME?

##### Personal identification:

Sex: F  M  Age: 18-29  30-39  40-49  50->50

- Please, answer the following questionnaire:

Self-diagnosis questionnaire: you and your time			
	Frequently	Sometimes	Rarely
1. Do you usually deal with a subject at a time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you usually start and finish your tasks in due time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do people know what the best time to look for you is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you do anything to improve the management of your available time each day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When you're interrupted, can you easily resume what you were doing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you lose track of time when you talk to someone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you lose track of time when you watch TV or surf the net?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you concentrate on the prevention of problems rather than on their solution after they have occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you plan your chores so that you can finish them in due time without pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you punctual at work/school and in other events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you assign tasks to all the members of your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Do you prepare a list of all the things to do on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you usually do all the things you have registered in your "list of things to do"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is your work/school material organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Can you find what you're looking for easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sub-total</b>	—	—	—
	<u>x4</u>	<u>x2</u>	<u>x0</u>
<b>TOTAL</b>	—	—	—

## CORRECTION AND INTERPRETATION OF RESULTS

Multiply by 4 the sum of the answers you ticked in the column "Frequently" and by 2 the ones you ticked in the column "Sometimes".

Don't assign any points to the answers "Rarely".

If you have reached a final punctuation between:

49 – 60	You manage your time very well.
37 – 48	You manage well part of your time. However, you need to be more consistent in your strategies to save time. You should use new methods.
25 – 36	You are frequently a victim of time. You will have to apply new techniques in order to overcome this problem.
13 – 24	You are almost losing control. You are probably too disorganized to take advantage of the good moments. You need to establish a time management plan which takes your priorities into account.
0 – 12	You are overloaded, unfocused, frustrated and probably under too much stress. You will have to use new time management techniques.