

Time Management Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Think about your work during the past two weeks. All questions are optional. Describe work arrangements without naming colleagues, clients or confidential projects.

1. How clear were your main work priorities during the past two weeks?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Not applicable

2. How often did you make a plan for your main tasks?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not applicable

3. How often could you work on a priority task without an unplanned interruption?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not applicable

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4. How much flexibility did you have to adjust your plan when priorities changed?

- ☐ None
- ☐ A little
- ☐ A moderate amount
- ☐ A lot
- ☐ A great deal
- ☐ Priorities did not change

5. What most often made your plan difficult to follow?

- ☐ Unclear priorities
- ☐ Unexpected requests
- ☐ Meeting commitments
- ☐ Waiting for information or decisions
- ☐ More work than available time
- ☐ Another reason
- ☐ My plan was usually workable
- ☐ Not applicable

6. What arrangement helped you use your work time effectively?

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7. What one change would make your work planning more realistic?
