

QUESTIONNAIRE

- 1) Based on your own opinion and experience, what do you think time management is and what does it involve?

Time Management → how to prioritise, dedicate your time to various tasks/activities, manage your action list, (and therefore stress).

- 2) How is time management helping you in your day to day?

Manages pressure, stress, enables you to focus on a given task and to dedicate appropriate time and effort

- 3) How could efficient time management help you in your day to day?

- * Define what can be done / realistically.
| can't be
- * Start things well ahead of deadline.
- * Manage "surprises".

- 4) Based on your previous answer, define a personal objective for these workshops

⇒ To have methodic ways of managing work / time

- 5) How could effective time management help your colleagues in their day to day?

- * Better teamwork if we have dedicated time to certain tasks.
- * More control of "regular" situations which make a crisis less "dramatic"

- 6) Based on your previous answer, define a group objective for these workshops