

## QUESTIONNAIRE - INITIAL EVALUATION

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

How to be as effective as possible, by handling your work as well as possible. To know what to prioritize.

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

To have an idea of my workload and ~~to~~ by handling this as good as I can without being stressed.

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

To get work done, and to know what actions to take when.

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

I would like to be more efficient in my day to day work.

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

Keeping stress away. To know that you have time a lot during the day.

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

To organise ourselves and with that feel confident that work has been done.

### QUESTIONNAIRE – FINAL EVALUATION

1. After all the research and analysis carried out throughout these workshops, ¿How would you define time management and what does it involve?

How you manage your work during a day/week/month.

2. Which new strategies have you learnt that could help you in your day to day?

Which ones will you try?

I've learnt to reflect on my objective of my work and what is most important to me.

I like the tips I got from my colleagues regarding "ticket not pending on me" and to "update/look into my disputes more daily".

3. Have you managed to achieve the objective you set for yourself in the beginning of these workshops?

Yes and no, but I've for sure got good tips of how to be more efficient in my daily work.

4. Do you think that the strategies we have selected will help your colleagues? If that's the case please confirm the objectives that will help them achieve

I believe we've come up with some good points of way of focusing on our work.

5. Do you think we have accomplished the group objective you considered in the beginning of these workshops?

Yes. It's really been good to talk about these things in our group and there has been so many good tips coming from all.