



## QUESTIONNAIRE

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

- managing the time that you have on your disposal most effectively
- categorize the work load based on urgency, need, ...

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

- helps to work more effectively, faster
- delegation of work

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

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

- learn different techniques of time management

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

- if you analyse the work load, knowing how much time you need for each task, and also based knowing the ability of the others you can delegate accordingly

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

- better communication within team, knowing the way of work of team members