

Time Management Questionnaire

1. What does poor time management look like to you?
 - a) Daydreaming?
 - b) Cleaning the spam from your e-mail box?
 - c) Talking on the phone?
 - d) Doodling on your notepad?
 - e) Staring out the window?"
 - f) Sending and receiving e-mails from friends not co-workers?
 - g) Shopping on the Internet or playing computer games while at work?
 - h) Longer than needed lunches?
 - i) Reading the paper at your desk?
 - j) Planning your revenge?
 - k) Planning your next date?
 - l) Calculating your hockey pool results?
 - m) Coffee breaks morphing into laziness?
 - n) Going for a walk to clear your head?
 - o) _____
 - p) _____

2. In your "best-face response," estimate the time you spend "goofing off" while at work:
 - a) 15 minutes each hour
 - b) Less than 15 minutes each hour
 - c) 15-30 minutes each hour
 - d) 15 minutes for at least four of the eight hours each day
 - e) 1 hour each morning and 1 hour each afternoon
 - f) 1 hour each day
 - g) 2 hours each day
 - h) More than 2 hours each day
 - i) Less than 30 minutes each morning and afternoon
 - j) Less than 30 minutes each day
 - k) _____

3. List the activities from one which occupy at least 75% of the time you listed in Question 2.

4. Select the words which best describe what you say to your friends about your wasting time at work: (Select only 3)
 - a) I'm really bored at work.
 - b) I'm really tired when I come to work.
 - c) My work is insultingly simple and demeaning.
 - d) Others around me aren't working up to their potential.
 - e) The company is sick and suffers from poor management.
 - f) We lurch from crisis to crisis and no one wants to create a system that works.

- g) We lurch from consultant to consultant and there is no security or planning.
- h) Everyone here suffers from job insecurity.
- i) The industry is stagnated, so I'm looking for new employment.
- j) My marriage is on the rocks and I'm depressed.
- k) My kids are struggling with my discipline, and I'm confused and angry.
- l) My immediate supervisor is a jerk.
- m) My co-workers are idiots
(Fill in the blank, if you use a different word_____).
- n) _____
- o) _____

5. If I were handed a magic wand and could draw a picture of my ideal working conditions would be like, the picture would be different from now in which of the following ways:

- a) We would be given responsibility and trusted to do our work and that would be apparent to all.
- b) We would have all the needed resources to do our jobs effectively.
- c) Leadership would be inspiring rather than from boot camp drill sergeant.
- d) Communication up, down and laterally would flow smoothly, with everyone taking responsibility that we are all on the same page.
- e) The culture of the organization would be more/less driven by drivers' and more/less compassionate.
- f) The possibilities for recognition/reward would match the company's stated mission and goals.
- g) The team-quality would be one we could all foster and sustain, with effective facilitation from the leaders.
- h) The "insiders VS outsiders" culture would be replaced by one based on recognized merit, creativity and generosity.
- i) The scapegoat culture would be replaced by one in which everyone takes responsibility.
- j) All middle managers would be required to study their performance in intensive training sessions where there are no holds barred.
- k) All senior executives would be expected and required to move into the 21st century, in their leadership and human relations skills.
- l) The practice of ethics, within and without the organization would be tracked, documented and benchmarked, for the purpose of turning this ship around.
- m) _____
- n) _____
- o) _____

6. From my perspective, the dominant characters in our organization are the following:

- a) The old boys club
- b) The playboys
- c) The macho warriors
- d) The poets and the philosophers
- e) The bridge builders
- f) The peacemakers/appeasers/ass-kissers
- g) The marketers/sales force/revenue generators

- h) The bureaucrats/support staff/detail experts/numbers crunchers/legal department, accounting department
- i) The designers, creators, inventors, visionaries
- j) The politically correct ideologues
- k) The critical parents/super egos/shit-disturbers
- l) The cheerleaders/deniers/public relations cover-ups
- m) The clowns/jesters/fools
- n) _____
- o) _____
- p) _____

7. The characters whose contribution is most snubbed, disdained, ignored and de-valued are:

- a) The ass-kissers/appeasers/peacemakers
- b) The poets and philosophers
- c) The marketers/sales force/revenue generators
- d) The bureaucrats
- e) The designers/creators/visionaries
- f) The old boys network
- g) The playboys/playgirls
- h) The politically correct ideologues
- i) The critical parents/super egos/ shit-disturbers
- j) The cheerleaders
- k) The clowns/jesters/fools
- l) _____
- m) _____
- n) _____

8. To which groups do you believe you belong? (List in descending order of importance as you believe others see you)

- a) _____
- b) _____
- c) _____

9. List the three groups to which you think your co-workers would assign you. (In descending order of importance)

- a) _____
- b) _____
- c) _____

10. In general, which of the following approaches to resolving workplace problems and conflicts is most effective where you work?

- a) "The carrot and stick" classical conditioning imposed from above.
- b) Open discussion, with group norms setting the expectations, including the group rewards and sanctions.
- c) Written recommendations to an assigned group of co-workers who make recommendations for implementation, which are then voted into action.
- d) A combination of discussion, written submissions, and carrot-stick sanctions clearly articulated and enforced by designated "compliance police".
- e) A heavy dose of sanctions for those who are not following orders.
- f) Peer mediators, plus discussion and enlightened leadership training, with a minimum of sanctions and a maximum of honour and trust at all levels.

- g) _____
- h) _____

11. In general, which of the approaches listed in Question 10 is the one most frequently used in your workplace? (Select only 2)

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____

12. In general, how serious do you consider your time management problems at work?

- a) Highly serious (9-10)
- b) Relatively serious (7-8)
- c) Serious (5-6)
- d) Relatively unimportant (3-4)
- e) Very minor (1-2)

13. In general, how seriously would you rate the problem of time management in your workplace?

- a) Highly serious (9-10)
- b) Relatively serious (7-8)
- c) Serious (5-6)
- d) Relatively unimportant (3-4)
- e) Very minor (1-2)

14. If you were invited to participate in a cross-chart group dedicated to recommending conditions which would make the question of time management irrelevant -

- a) Would you agree to participate?
Yes____ No____
- b) Would you decline?
Yes____ No____
- c) Would you explain your reasons for your decision, publicly?
Yes____ No____
- d) Would you find what you considered an acceptable 'excuse' and decline?
Yes____ No____
- e) Would you recommend someone else and decline?
Yes____ No____
- f) Would you refuse in an open display of anger?
Yes____ No____
- g) _____
(Fill in your preferred response to the invitation)

15. If you were called in to a performance review to address the issue of your personal time management, what would your response be?
- a) Refuse to attend
 - b) Agree to attend, for appearances, sign whatever commitments were required and return to your regular, usual method of operating
 - c) Confront the supervisory officer with contradictory evidence, proving your innocence
 - d) Seek the counsel of a co-worker (spouse, friend) and design a strategy to defend yourself against unjustified judgments
 - e) Agree to the judgment, and consent, willingly and freely, to accept whatever counsel is offered
 - f) _____
 - g) _____
16. If one of the steps, including in the results of Question 15, were a questionnaire around your time management, which of the following statements comes closest to your personal explanation about this issue?
- a) I really am wasting time because I really am depressed and I really do want to change.
 - b) I really think this question is an unfair abuse of power by those making this judgment.
 - c) I really believe that there must be some other reason for this judgment. What else might be causing others to question my performance and my trustworthiness?
 - d) I really knew that, after that last party when I got drunk (or some other social gaffe _____), that someone would complain and this is all they have to use against me.
 - e) I really have lost my interest in this work and I need to seek additional training and new opportunities because there is no reason to expect promotion or advancement here. I'm dead-ended.
 - f) I think this issue is really a flag for some deeper issues, and I think it would be wise for me to pay attention to what the full meaning of this might be.
 - g) _____
 - h) _____
17. I would rate my parents' time management how?
- a) Highly efficient and demanding far too early on me
 - b) Highly efficient and driven, while leaving me free to make my own choices
 - c) Moderately committed to their tasks, while always having time to listen to me
 - d) They were really laid-back about efficient use of their time; in fact they "wasted" lots, and we played together often
 - e) They were really irresponsible in their use of their time and I had no effective role-modeling for this learning.
 - f) _____
 - g) _____

18. In my family of origin home, I was competitive with siblings and we were trained to compete for rewards.
- This is a very accurate description of our family.
 - This description is not applicable in my situation.
 - This description is the opposite of my experience.
 - This description is useful for the families of my friends, but not in mine.
 - This description fits all the families in our neighbourhood.
19. In my view, time management/efficiency has been linked to those whose work lives are filled with obsessive-compulsive attitudes and behaviours.
- This statement fits my perceptions and belief accurately.
 - This statement reminds me of those opposed to any form of discipline.
 - This statement sounds like a laissez-faire, psychobabble expert from the 1990's.
 - This statement sounds like the quality control opponents, who think everyone and everything will run smoothly without any authority.
 - This statement is completely counter to my beliefs and perceptions...I strive for effective and efficient time management, and role model that to others.
 - This statement _____
20. If I were left to my own devices, I would make the following time management work-life balance commitments to myself, in order to enhance my professional performance:
- I will keep a one-week diary to write down a simple, honest reason for when I am off-task.
 - I will the lengths of my off-task periods and share this information with a co-worker who is also interested in this experiment.
 - I will seek the support of my spouse on this issue, and have at least one, one-hour conversation within the next two weeks.
 - I will refuse to concentrate on the effective use of time by others.
 - I will engage in brief productive, alternative but stimulating, imaginative and creative breaks on a regular basis to replace my current off-task time.
 - I will _____
 - I will _____
 - I will review my changes with a co-worker, after 60/ 90 / 120 days and document the changes we have both made.