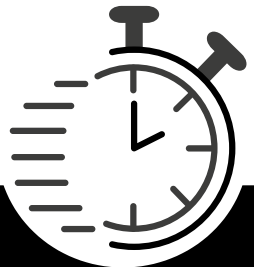
-TIME MANAGEMENT-

25 conversation questions

1. Do you control how much time you spend on specific activities?
2. Do you plan your day thoroughly?
3. What tools do you use for planning? (a to-do list, sticky notes, a planner, an app)
4. What does the best to-do list look like?
5. Do you think people who make to-do lists tend to be more productive?
6. Are there any advantages of a paper planner over a calendar app?
7. How should you organize your day to get the most out of it?
8. Is it possible to prioritize tasks/jobs when everything is a priority?
9. Why do people procrastinate?
10. Does procrastination equal laziness?
11. Do you find it hard to delegate?
12. Are you a "night owl" or an "early bird"? What benefits do you get from it?
13. What time do you wake up and what time do you go to sleep?
14. How do you spend your "awake" time on an average day?
15. How do you balance life and work?
16. Would you agree to work fewer hours and receive a smaller salary to have more free time?
17. What are some jobs that allow you to have free time and earn a good salary?
18. How do people use their free time?
19. How do you know that you are wasting time?
20. What is seen as a big waste of time but actually isn't?
21. If you had more free time, what would you do with it?
22. What could you achieve if you managed your time better?
23. How good is your time management?
24. Do you sometimes bite off more than you can chew?
25. Is it a good idea to set goals?



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