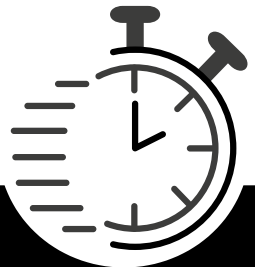
-TIME MANAGEMENT-

25 conversation questions

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



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