



## Module 2: Managing your own time in remote work

### TEST

You will find below examples of different behavioural styles that are characteristic for people working both, in an office and remotely.

Please read each statement carefully.

Next to them there are answers from "strongly disagree" with the lowest value 1 to "strongly agree" with the highest value 6.

It is about the personal belief and knowledge we have about time management. There are no right or wrong answers here. Provide one answer for each statement that best fits your personal style. The individual numbers mean:

<b>NO</b> <b>I strongly disagree</b>	<b>I disagree to some extent</b>	<b>I slightly disagree</b>	<b>I slightly agree</b>	<b>I agree to some extent</b>	<b>YES</b> <b>I strongly agree</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

No	Statement	1	2	3	4	5	6
1	I use SWOT analysis to manage my goals.						
2	I plan tasks on paper or electronically.						
3	I use time planning tools.						
4	When building missions and goals, I use a mind map.						
5	I work and plan as a team if required in my job.						
6	When I work, I don't use distractions like Facebook.						
7	My tasks are divided into stages and I carry them out.						
8	I usually like to have a plan before I start work.						
9	My vision of work is always agreed with the team.						
10	I use a 5-step workflow.						
11	I don't work overtime.						
12	After work, I do not get involved in matters related to the project from work.						



13	I take breaks while working.																		
14	My breaks are well planned.																		
15	When I need to use the toilet, I do it even when I have a very important task.																		
16	I don't drink as much coffee at work as my colleagues do.																		
17	After work, I try to go for a walk.																		
18	Work does not prevent me from pursuing my interests and passions.																		
19	I sleep well.																		
20	I'm not worried about the lack of time.																		

Effective time management										Self-regulation									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
TOTAL										TOTAL									

**Results:**

**Effective time management:**

**60 – 50 - very high**

**49 – 40 - high**

**39 – 30 - average**

**29 – 20 - low**

**19 – 0 - very low**

**Self-regulation :**

**60 – 50 - very high**

**49 – 40 - high**

**39 – 30 - average**

**29 – 20 - low**

**19 – 0 - very low**