

GP TIME QUESTIONNAIRE.

Part 1 you fill in yourself.

Part 2 should be filled in by someone who knows you well.

PART 2. To be filled in by someone who knows you well

1. What is his/her general approach to time?

Generally very laid back

Sometimes feels the need to hurry

Frequently feels the need to hurry

Often seems rushed / under pressure of time

2. Punctuality for things - appointments etc

He/she is often late for things

He/she is occasionally late for things

He/she is generally on time for things

He/she is invariably punctual unless there's a good reason

3. Others' use of time.

He/she is not generally bothered when people are late

He/she is occasionally irritated when people are late

He/she is usually irritated when people are late

He/she gets very stressed when people are late

4. Capacity for speed at work.

He/she could easily speed up what they do

He/she might be able to speed up what they do

He/she has little capacity to speed up what they do

He/she is working flat out and cannot go any faster

5. Prioritisation

He/she finds it very hard to rank tasks in order of urgency

He/she is only fair at ranking tasks in order of urgency

He/she is quite good at ranking tasks in order of urgency

He/she has no problems with ranking tasks in order of urgency

6. Memory under pressure.

He/she usually forgets things when under pressure

He/she sometimes forgets things when under pressure

He/she rarely forgets things when under pressure

He/she almost never forgets things when under pressure

7. Setting boundaries.

He/she finds it impossible to say No when asked to do something

He/she has trouble saying No when asked to do something

He/she finds it fairly easy to say No when asked to do something

He/she has no problem saying No when asked to do something