

GP TIME QUESTIONNAIRE.

The point about this two-part questionnaire is to supply you with the means to take both a subjective and a more objective look at your relationship with time. Once the two parts are completed, it's useful to compare them and to talk over noticeable differences with someone helpful that you know or maybe even a paid professional.

Part 1 you fill in yourself.

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

PART 1. To be filled in by you

1. General approaches to time.

- I am generally very laid back
- I sometimes feel the need to hurry
- I frequently feel the need to hurry
- I often feel rushed / under pressure of time

2. Punctuality for things - appointments etc

- I am often late for things
- I am sometimes late for things
- I am generally on time for things
- I am invariably punctual unless there's a good reason

3. Others' use of time.

- I am not generally bothered when people are late
- I am occasionally irritated when people are late
- I am usually irritated when people are late
- I get very stressed when people are late

4. Capacity for speed at work.

- I could easily speed up what I do
- I might be able to speed up what I do
- I have little capacity to speed up what I do
- I am working flat out and cannot go any faster

5. Prioritisation

- I find it very hard to rank tasks in order of urgency
- I am only fair at ranking tasks in order of urgency
- I am quite good at ranking tasks in order of urgency
- I have no problems with ranking tasks in order of urgency

6. Memory under pressure.

- I usually forget things when I am under pressure
- I sometimes forget things when I am under pressure
- I rarely forget things when I am under pressure
- I almost never forget things when I am under pressure

7. Setting boundaries.

- I find it impossible to say No when I am asked to do something
- I have trouble saying No when I am asked to do something
- I find it fairly easy to say No when I am asked to do something
- I have no problem saying No when I am asked to do something

8. Addressing workload with colleagues.

- I find it impossible to approach my colleagues about my workload
- I rarely discuss my workload with colleagues
- I sometimes discuss my workload with colleagues
- My colleagues and I frequently discuss workload issues

9. Setting boundaries with patients.

- I find it impossible to say 'No' to patients' requests or demands
- I can say 'No' to patients, but this is rare and I find it difficult.
- I am reasonably good at saying 'No' to patients but find this uncomfortable
- I have clear boundaries with my patients