



## INITIAL QUESTIONNAIRE

**How do you want to spend your time?**

1. What are your current job responsibilities? 

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2. How do you currently allocate your time address these responsibilities? 

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3. What else takes your time? 

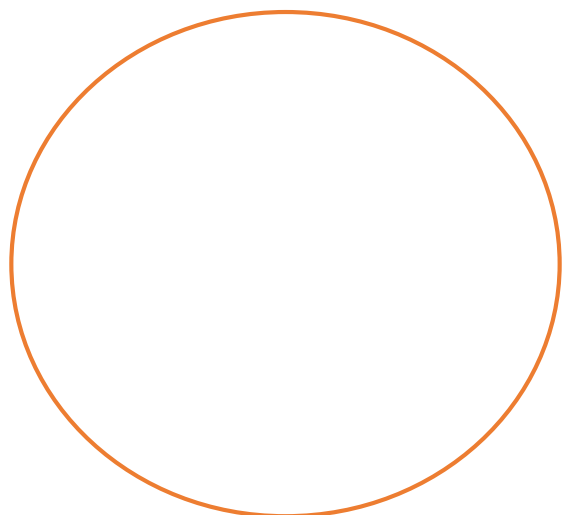
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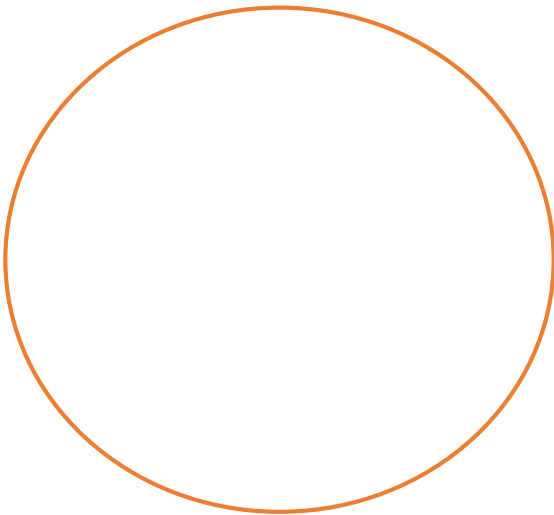
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4. Thinking of a week, or a month, or a year  
Whichever is easiest for you, divide up the  
Pie. (If you wish e.g. chargeable client work,  
Admin, networking, business meetings,  
Training, other)



5. What would your ideal Pie Chart look like?



6. Thinking of a week what does your diary typically look like? How much of your day is typically booked to regular/routine activity? How much to client (or irregular) tasks?

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
06.00						
08.00						
10.00						
12.00						
14.00						
16.00						
18.00						
20.00						

7. Thinking of a month, how do you know how many client (or other irregular) tasks you can achieve by the end of the month

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8. Thinking of everything you know you want to achieve right now (especially non-routine tasks). How far ahead are the target end dates?

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