

POSITIONING GAME – Questions for time management

'How often do you...'

Use these questions to get participants to reflect on their time management habits.

Participants position themselves in the space according to frequency

Questions:

- Starting something and then immediately moving on to something else without finishing it?
- Saying 'yes' to too many requests even though you don't have time?
- Doing things at the last minute?
- Forgetting something you had to do?
- Underestimating how long you need to do something?
- Forgetting to take a break?
- Skipping an important task to do something easier?
- Constantly postponing a commitment because you don't feel like it?
- Feeling overwhelmed by things to do and not knowing where to start?
- Being distracted by notifications or thoughts while you work?