

## Time Management Feedback Survey

**Thank you for agreeing to complete this survey.** It should only take about 5-10 minutes. The results will be used to gain a greater understanding of your colleague's time management preferences and provide valuable information about their strengths and their areas for future development. So please be honest – it's only through awareness that we improve performance.

Name of person being reviewed: \_\_\_\_\_

Your name: \_\_\_\_\_

Date completed: \_\_\_\_\_

### How familiar are you with their performance at work?

---

- Extremely familiar  
.....
- Very familiar  
.....
- Moderately familiar  
.....
- Not very familiar  
.....

### What is your work relationship to them?

---

- Manager/supervisor  
.....
- Peer  
.....
- Direct Report  
.....
- Subordinate  
.....
- Other (please specify)  
.....

**1. Energy Levels – They are aware of their own energy levels and when and how this impacts their job performance.**

---

- Outstanding      Please comment: \_\_\_\_\_
- Above average      \_\_\_\_\_
- Average      \_\_\_\_\_
- Below average      \_\_\_\_\_
- Unable to rate      \_\_\_\_\_

**2. Prioritises effectively –They are able to distinguish and prioritise the important versus the unimportant tasks.**

---

- Outstanding      Please comment: \_\_\_\_\_
- Above average      \_\_\_\_\_
- Average      \_\_\_\_\_
- Below average      \_\_\_\_\_
- Unable to rate      \_\_\_\_\_

**3. Planning – They have a proven ability to use an effective system to support planning on a regular basis (i.e. daily, weekly, fortnightly or monthly)**

---

- Outstanding      Please comment: \_\_\_\_\_
- Above average      \_\_\_\_\_
- Average      \_\_\_\_\_
- Below average      \_\_\_\_\_
- Unable to rate      \_\_\_\_\_

**4. Dealing with Interruptions – They are able to apply effective strategies to handle and minimise interruptions**

---

- Outstanding      Please comment: .....
- Above average      .....
- Average      .....
- Below average      .....
- Unable to rate      .....

**5. Focused – They starts tasks immediately; are self-motivated to complete tasks despite the issues/ obstacles that may get in the way and don't get discouraged when things go wrong.**

---

- Outstanding      Please comment: .....
- Above average      .....
- Average      .....
- Below average      .....
- Unable to rate      .....

**6. Values and Goals – They seem to be driven by a clear and higher purpose which supports them in attaining professional goals without difficulty**

---

- Outstanding      Please comment: .....
- Above average      .....
- Average      .....
- Below average      .....
- Unable to rate      .....



**9. What actions or behaviours should they continue doing?**

---

---

---

---

---

---

---

---

---

---

**General Comments**

---

---

---

---

---

---

---

---

---

---

**Thank you for your assistance in completing this survey – your time is much appreciated.**