

Questionnaire: "Arranging temporality: Cultural practices of time management"

4 research groups of 15 people each

1. Working remotely from home – employee
2. Working remotely from home – company owner
3. Working at the office – employee
4. Working at the office – company owner

Sex, age, education...

WORK

1. How do you work?
2. Do you work at home or at the office?
3. At home: Do you have a separate workspace at home? Do you have a habit which signifies that you're starting to work?
4. At the office: Do you take your work home?
5. How many hours do you work? Do you work specific hours? Is your working time flexible?
6. Do you work longer or shorter than you should? Do you see yourself as a workaholic?
7. Do you have a time tracking system at work?
8. Do you have ways to bend your working time a little? "Playing for time?" Do you see that others use such ways?
9. Do you have many responsibilities outside of work?
10. When is your free time, and when is your working time, where do they take place? How do they differ? How do you separate them?
11. How do you combine home life with work?

LACK OF TIME

12. On a scale of 1 to 10, how fast does your time pass?
13. Do you feel like you have no time? How often do you say you're running out of time? What are the activities for which you lack most time? Why are you short of time? Who's responsible for this?
14. Do you feel the pressure of time? Who's responsible for this?
15. Do you feel like you're wasting your time?
16. What about so-called time eaters? Are you trying to change your habits?
17. Do you feel overwhelmed by too many things to do? How do you deal with it?
18. Are you often late, or are you rather punctual?
19. Do you consider yourself an organised person, or maybe you are procrastinating, or having difficulty focusing your attention?
20. Are you planning to slow down or change something in the coming year?
21. If you need more time for something, do you find it, for example, at the expense of your sleep?
22. At the end of the day, do you feel that you haven't done everything you planned to do?
23. Are you worried you're not spending enough time with family and friends? Are you worried you're spending too little time with your kids?
24. Do you feel you don't have time for entertainment anymore?

## TIME MANAGEMENT

25. Do you continuously feel stressed trying to do more than you can? Is you feel stressed when you feel you don't have enough time?
26. Do you have a routine you follow? Do you feel tied up in your daily routine?
27. Have you heard of time management? What does this mean to you?
28. Would you like to manage your time more efficiently? In which areas of your life?
29. Have you attended time management training? What was the reason? Did the information obtained in the training turned out to be useful? Which information was it?
30. Do you try to manage your time? How do you do it? Do you use any techniques? How effective are they? Which techniques are valuable and which aren't?
31. Do you plan things, prioritise tasks and make lists? How do you do that?

## TECHNOLOGY

32. Do you use technology to manage time?
33. Do you use time management applications?
34. Do you use time management applications at work? Do you also use them in your private life?
35. How should such an application work? - Imagine that you are using an application, a program or a device that makes it easier for you to control your time. What functions does this program have that you consider useful?

## SYSTEM TIME

36. How much is your rhythm of life subordinated to the rhythm of the system?
37. What is your rhythm, and what is the rhythm of the system? How do you feel about it? What does it cause?
38. Who controls your time? Who is the master of your time? What limits it? Do you have ways of liberating your time?
39. Do you oppose this somehow?
40. Do you have a way to reconcile these two rhythms?
41. Would you like more time for yourself? What does that mean?

## TIME

42. What is time for you?
43. What does your time look like? What would you like to change about it?
44. Drawing your time – “Draw your time symbolically” – Exercise for visualization: Imagine your time – what shape, colour, what does it look like? (similar to the life line technique); Imagine your time as you would like it to look – what shape and colour does it have? Variable / constant? Does it have a direction?
45. What drives / shapes your time?
46. Do you agree that time is money? Or maybe some other metaphor feels closer to you?