

Time Management Follow-Up Evaluation Survey

(phone or e-mail)

Sample Size

For a population (total audience) of 10, you would need to survey all participants. This number decreases as your population increases. For a population of 25, you would need to sample 24. For a population of 35, you would need to sample 32. For a population of 60, you would need to sample 52.

Survey

Use the survey form below, Contact only program participants who indicated they were willing to be contacted for a follow-up evaluation. They should have indicated if they wanted to be contacted by phone or e-mail. Fill in the person's name on the survey form.

On the end-of-session survey, participants were asked to indicate which time management tips they intended to start using within the next week or two. For each individual in the sample, fill in their intended behavior change response on the follow-up evaluation form. They will be asked to indicate if they are doing the behavior almost never, sometimes or often.

Name: _____ Insert from end-of-session evaluation.

We would like to know if your experiences in the **Time Management** class have influenced any of your personal practices.

At the end of the session, you indicated you intended to begin using the following time management skills:

Insert from end-of-session evaluation.

How often do you continue to use these practices?

Almost Never Sometimes Often

My use of time management skills has helped me to:

Time Management Skill	<i>Not At All</i>	<i>Not Very Much</i>	<i>Somewhat</i>	<i>Very Much</i>	<i>A Great Deal</i>
Work more productively.					
Organize home and work spaces.					
Delegate responsibilities.					
Set goals.					
Reach goals more effectively.					
Identify and eliminate time-wasting habits.					

Some people may not have had an opportunity to make any changes since the program. If you are one of these, please indicate the most important reason from the following:

- Not really interested in doing anything.
- Program did not motivate me.
- Have not had enough time to get started.
- Found instruction too confusing.
- Don't believe it will make a difference.
- Other _____

Other Comments:

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