



Work Habits Questionnaire

Take a few moments to reflect on your current work habits. Answer the questions honestly. Use the space provided to explain your tendencies or any patterns you've noticed in your daily workflow.

1. Which do you tackle first — the job you have to do or the one you want to do?

Response: _____

2. Do you tend to leave things to the last minute, or do you work systematically and stick to your plan?

Response: _____

3. Do you spend a lot of time planning and analyzing but rarely take action, or do you take action but feel you aren't achieving much?

Response: _____

4. Do you try to delegate as much as possible, or do you prefer to do everything yourself to ensure quality?

Response: _____

5. How often do you organize your desk — daily, occasionally, or never?

Response: _____
