



# **WOLFPACK**

## **Support Services**

### **Welcome to Wolfpack Support Services Productivity & Time Management 8 Program Questionnaire!**

This transformative journey is about more than managing your schedule—it's about aligning your daily actions with your biggest goals and dreams. Through strategic exercises like the Big Rocks and Little Rocks, and mastering the Urgent-Important Matrix, you'll learn to prioritize effectively and make the most of every moment. Prepare to enhance your productivity and reclaim your time, opening doors to your most vibrant and focused self!

## **Personal Information**

1. Name:
2. Preferred Contact Method (Email/Phone/Zoom):
3. What are your primary goals for improving your productivity and time management?

## **Big Rocks and Little Rocks Exercise**

4. What are the 'big rocks' in your life right now (major priorities that you want to focus on)?
5. How do you currently allocate your time between these 'big rocks' and the 'little rocks' (less important tasks)?

## **Urgent Important Matrix**

6. Can you identify recent tasks that felt urgent but were not necessarily important to your long-term goals?

7. How do you prioritize tasks, and how might applying the Eisenhower Principle change your approach?

### **Action Priority Matrix**

8. Looking at your current tasks, can you identify any 'quick wins' (high impact, low effort) or 'time wasters' (low impact, high effort)?

### **New 'To Do List' - Weekly Daily Task Planner**

9. What are your key objectives for this week, and what daily actions will you take to achieve them?

10. How do you plan to prioritize these actions to reduce overwhelm and increase effectiveness?

### **Get Motivated!**

11. What words or phrases deeply motivate you, and how can you incorporate them into your daily routine?

### **Interruption Blaster!**

12. What are the most common sources of interruptions in your day, and how do you currently manage them?

13. Can you envision a strategy to minimize these interruptions moving forward?

### **NOT To Do List Exercise**

14. Identify three behaviours or habits you engage in that sabotage your productivity. How can you commit to avoiding these?

### **Expose Your Hidden Time Wasters**

15. Reflecting on your past week, can you identify any surprising time wasters? What steps can you take to minimize or eliminate these from your routine?

### **Final Thoughts and Next Steps**

16. What is one major change you hope to implement because of this program?

17. Do you have any specific concerns or areas where you seek additional guidance?

18. What are your preferred days and times for our sessions, and do you have a preference between in-person and Zoom meetings?

This questionnaire is intended to spark introspection and preparation, setting the stage for a personalized and impactful journey through the Productivity & Time Management Program.

Thank you for taking the time to complete this questionnaire. Your responses will help us create a more personalized and impactful Coaching for you. We look forward to supporting you on your journey to achieving Productivity & Time Management from within!

Warm regards,  
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