

8 Appendix

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Appendix A Questionnaire for the payroll team of the TMF Czech, a.s.

Dear colleagues, I ask you to fill out this form, which will be used for my bachelors thesis at the Czech University of Life Sciences Prague. Questionnaires are anonymous and the results will not be transferred to other persons, including the employers and managers of TMF Czech, a.s. Thank you very much for your sincere answers and your time!

Regards, Kateryna Khalyavka

1. You are:
 - Man
 - Women

2. How long do you work in the company?
 - Less than 1 year
 - 1-3 years
 - More than 3 years

3. Have you ever heard about the Time management? Do you know its meaning?
 - Did not hear
 - Heard, but I don't know what it is
 - Heard, know its meaning

4. Are you planning your working time?
 - Yes
 - Rather yes
 - Rather not
 - No

5. Do you use diaries, calendars or other tools for planning? If so, please specify.
 - Yes, I use these tools:
 - No

6. How much do these tools help you at work?

- I couldn't work without them at all
- I would work less effectively without them
- I would work without them just the same

7. Are you trying to acquire new planning tools?

- Yes
- Rather yes
- Rather not
- No

8. Have you ever heard of Pareto rule (80/20 rule)?

- Yes
- No

9. Do you use Pareto rule (80/20 rule) at work?

- Yes
- Rather yes
- Rather not
- No

10. Have you ever heard of the Priority Matrix (dividing processes depending on their importance and urgency)?

- Yes
- No

11. Do you use the Priority Matrix at work?

- Yes
- Rather yes
- Rather not
- No

12. Are you usually able to execute the planned program?

- Yes
- Rather yes
- Rather not
- No

13. Can you fulfill your plans even if you are surprised by a sudden and unexpected fact?

- Yes
- Rather yes
- Rather not
- No

14. Do you regularly postpone already scheduled tasks?

- Yes
- Rather yes
- Rather not
- No

15. Are you satisfied with your current time possibilities?

- Yes
- Rather yes
- Rather not
- No

16. Do you often be under stress?

- Yes
- Rather yes
- Rather not
- No

17. Is work a priority for you and your life now?

- Yes
- Rather yes
- Rather not
- No

18. Do you plan your work in the long term (to the some next years)?

- Yes
- Rather yes
- Rather not
- No

19. Have you set your goals for the next 10-20 years?

- Yes
- Rather yes
- Rather not
- No

Source: author, 2019.

Appendix B Answers of the questionnaire, 2020

	A	B	C	D	E	F
1. You are:						
<input type="radio"/> Man				1		
<input type="radio"/> Women	1	1	1		1	1
2. How long do you work in the company?						
<input type="radio"/> Less than 1 year	1				1	1
<input type="radio"/> 1-3 years			1	1		
<input type="radio"/> More than 3 years		1				
3. Have you ever heard about the Time management? Do you know its meaning?						
<input type="radio"/> Did not hear						
<input type="radio"/> Heard, but I don't know what it is						1
<input type="radio"/> Heard, know its meaning	1	1	1	1	1	
4. Are you planning your working time?						
<input type="radio"/> Yes	1			1		
<input type="radio"/> Rather yes		1			1	1
<input type="radio"/> Rather not			1			
<input type="radio"/> No						
5. Do you use diaries, calendars or other tools for planning? If so, please specify.						
<input type="radio"/> Yes, I use these tools:						
- Calendar	1	1		1	1	1
- Diary	1					
- To do list		1			1	
- Reminders		1				1
- Outlook	1	1				
- Day planner				1		
<input type="radio"/> No			1			
6. How much do these tools help you at work?						
<input type="radio"/> I couldn't work without them at all						
<input type="radio"/> I would work less effectively without them	1	1		1	1	1
<input type="radio"/> I would work without them just the same			1			
7. Are you trying to acquire new planning tools?						
<input type="radio"/> Yes						1
<input type="radio"/> Rather yes		1		1	1	
<input type="radio"/> Rather not						
<input type="radio"/> No	1		1			
8. Have you ever heard of Pareto rule (80/20 rule)?						
<input type="radio"/> Yes		1		1	1	1
<input type="radio"/> No	1		1			
9. Do you use Pareto rule (80/20 rule) at work?						
<input type="radio"/> Yes						1

<input type="radio"/> Rather yes				1		
<input type="radio"/> Rather not						
<input type="radio"/> No	1	1	1		1	
10. Have you ever heard of the Priority Matrix (dividing processes depending on their importance and urgency)?						
<input type="radio"/> Yes		1	1	1		1
<input type="radio"/> No	1				1	
11. Do you use the Priority Matrix at work?						
<input type="radio"/> Yes	1			1		1
<input type="radio"/> Rather yes		1	1			
<input type="radio"/> Rather not						
<input type="radio"/> No					1	
12. Are you usually able to execute the planned program?						
<input type="radio"/> Yes	1					
<input type="radio"/> Rather yes		1	1	1	1	1
<input type="radio"/> Rather not						
<input type="radio"/> No						
13. Can you fulfill your plans even if you are surprised by a sudden and unexpected fact?						
<input type="radio"/> Yes	1					
<input type="radio"/> Rather yes			1	1	1	
<input type="radio"/> Rather not		1				1
<input type="radio"/> No						
14. Do you regularly postpone already scheduled tasks?						
<input type="radio"/> Yes						
<input type="radio"/> Rather yes		1				
<input type="radio"/> Rather not				1	1	1
<input type="radio"/> No	1		1			
15. Are you satisfied with your current time possibilities?						
<input type="radio"/> Yes						
<input type="radio"/> Rather yes					1	
<input type="radio"/> Rather not	1		1			1
<input type="radio"/> No		1		1		
16. Do you often be under stress?						
<input type="radio"/> Yes		1		1		
<input type="radio"/> Rather yes			1			
<input type="radio"/> Rather not					1	1
<input type="radio"/> No	1					
17. Is work a priority for you and your life now?						
<input type="radio"/> Yes	1	1		1		
<input type="radio"/> Rather yes					1	
<input type="radio"/> Rather not			1			1
<input type="radio"/> No						
18. Do you plan your work in the long term (to the some next years)?						
<input type="radio"/> Yes	1					1

<input type="radio"/> Rather yes		1		1		
<input type="radio"/> Rather not			1			
<input type="radio"/> No					1	
19. Have you set your goals for the next 10-20 years?						
<input type="radio"/> Yes						
<input type="radio"/> Rather yes	1	1				1
<input type="radio"/> Rather not						
<input type="radio"/> No			1	1	1	

Source: results of the questionnaire TMF Czech, a.s., 2020.