

FINAL QUESTIONNAIRE

- **What tool would you prefer to use to detail all the activities that a project involves or requires?**

- Calendar.
- Agenda.
- **Schedule.**
- *Retroplanning.*

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- **What can we use the personal SWOT tool for, in self-management? Choose the most complete option.**

- a) To perform market research, pricing policies and improve business potential.
- b) To analyse our current situation to achieve our personal objectives.
- c) **To analyse our current situation, both internally and externally, to define a plan of action to help achieve our goals.**
- d) To make business plans in any sector.

- **Be more productive in teleworking...**

- It makes us perfectionists, which is vital to achieve the results we face with our work.
- **It allows us to be more efficient and make better use of our energy, which increases our performance and satisfaction, and makes us more consistent and balanced people.**
- It makes us more efficient, but at the same time wears and subtracts energy.
- It is not important, because the important thing is that we know how to handle well the platforms and digital tools within our reach.

- **In the Eisenhower Priority Matrix, what kind of tasks do we do when we move in the low URGENCY and IMPORTANT low quadrant?**

- **Irrelevant tasks to the achievement of our objectives, which we might even decide not to do.**
- Essential tasks for the achievement of our objectives, and we must start as soon as possible.
- Important tasks, but they do not need to be done now, so we can delay its implementation.
- Tasks we do by inertia, because they need to be done already, immediately, even if they are important or not.

- **What is the difference between organizing and planning?**

- Planning has to do with structuring the realization of something, while organizing involves identifying what we have to do or what decisions to make.
- Organizing has to do with negotiating the actions that we are going to carry out, while planning implies communicating it to the other people involved in those actions.

- **Planning involves identifying what we have to do or what decisions to make to reach a specific goal, while organizing has to do with identifying the resources we need to carry out the actions planned.**
- Planning determines how we are going to do something, while organizing has to do with the action we plan.

- **What guidelines should we follow to communicate effectively through email?**

- Use colloquial expressions, informal greetings and using abbreviations.
- **Good spelling, a professional language, reviewing the wording of the subject and paying attention to the "respond" and "respond to all" options.**
- Use compound sentences, using the written medium as unique and using excessive capital letters.
- Use indirect phrases, avoid spam and always use the "respond to all" option.

- **Which of the following characteristics does not correspond to an assertive person:**

a) **They tend to deteriorate personal relationships by stating their opinions.**

b) They say "no" when they think it is necessary.

c) They respect other people's opinions.

d) They express themselves honestly and directly.

- **Why should we work on empathy in teleworking?**

- **To facilitate the work and the relationship with other members of our team or network, promoting respect, tolerance and cooperation.**
- To abstract yourself from the problems of others, focus on our own productivity and be more competent.
- To pay special attention to the verbal communication and the content of the message.
- It helps us to train the passive style of our communication.

- **Will being assertive in teleworking help us develop our self-esteem?**

- No. It will prevent us from achieving individual objectives by taking into account the needs of the team.
- Depending on the context in which we are, it may improve our self-esteem or sacrifice it; Depends a lot on the organization.
- No. It will lead us to maintain more toxic interpersonal relationships, both in a virtual and virtual way.
- **Yes, because giving the same value to the opinions and time of others as to our own opinions and time, and vice versa, will make us feel more confident in the management of our work and more satisfied.**

- **Feedback when teleworking...**

- **It helps us to become aware of the limitations of the virtual means and it becomes necessary for the good coordination of the team.**

- It is not strictly necessary, since each one works autonomously and does not need to coordinate with the rest.
- Fortunately, new technologies make it easier for us to give ourselves regular and spontaneous feedback with other members of an organization.
- In telework, each one is aware of what is missing so that the rest of the organization reaches the joint results and feedback is not necessary.

- **What factors determine the good performance of a networked team?**

- **That each of the members reflect and take charge of their degree of responsibility and autonomy, being truly aware of how this affects the rest of the members and the results.**
- That the members remain always isolated so, from independence, they will be able to be more productive.
- That the members wait for other members to give them the instructions to work, and cannot make any decision in isolation.
- That the members develop a high level of self-leadership, especially so that they do not have to depend on anyone in the network, or that nobody depends on them.

- **What results can a conflict bring to a team in positive terms?**

- **Every conflict brings learning, boosting diversity of perspectives, increasing creativity, and strengthening the relationship and trust between people who have been in conflict.**
- Distrust and loss of personal relationships with people with whom we do not want to continue working.
- Although they may involve high social and economic costs for the organization, this is actually the least of them. Conflicts are good because they increase competitiveness.
- Conflicts are always favourable, especially because they cause more productivity and positivity in teams.

- **What are the goals we achieve by having effective meetings in a team?**

- Solve problems and try to develop negotiation skills within the organization.
- To achieve a low degree of participation and effectiveness to avoid possible conflicts.
- **Greater efficiency, productivity, integration, collaboration and creativity among the members of a work team.**
- Individualism of each team member to encourage greater competition between them.

- **What role is important in a team when it comes to maintaining a virtual meeting?**

- The leader who encourages the participation of all members of the team and imposes their decision at specific times.
- The negotiator who tries to put in value the rights of the rest and to which a special mention is made at the beginning of the meeting.
- The communicator who projects the ideas of each in front of the leader of the organization to try to reach a consensus as soon as possible.
- **The facilitator to ensure that the agenda is accomplish and appoint someone to take notes and making the record.**

- **What qualities do we see exalted in a team that is based on friendship, but in which there is a lack of effective focus?**
- A team with low positivity and low productivity
- **A team with low productivity and high positivity.**
- A team with high productivity and low positivity.
- A team with high productivity and high positivity.

- **Some factors that make it difficult to adapt to changes are:**
- **Selective adaptation, economic reasons and fear of the unknown.**
- Proactivity and self-knowledge.
- Goal setting and positive attitude.
- Do not fear the unknown and improvise.

- **What does it mean for a person to apply lateral thinking to solve a problem?**
- That he does not believe that intuition is a valid source of knowledge.
- It completely replaces the vertical thinking, to give option to more creative forms of thought.
- **It relies on its intuition to, integrating it with its vertical thinking, find alternatives to the problems that logic and reason alone would not provide.**
- That always seeks to look at problems on the same side, ensuring that it does not lose focus.

- **The comfort zone...**
- **It refers to that area where we feel safe, in which we think we control and that nothing escapes us.**
- It is where great learning happens, where we develop as people.
- It refers to that area where we are comfortable, everything is easy and everything we like.
- It is the area where people with high performance, who have reached their maximum potential.

- **What does it mean to leave the comfort zone in teleworking?**
- Do not have clear objectives and make difficult the performance of our work with the tools that we have.
- Insecurity before adversities that we had not faced before, without being able to face them
- It allows us to empathize with people who share telework and improve communication.
- **It allows us to develop new skills and be more and more competent, which also improves our self-esteem.**

- **Which five phases go through non-resilient people when faced with change?**
- Shock, resistance, concern, discovery and adjustments.
- Resistance, empathy, exploration of options search, worry and depression.
- **Shock, resistance, worry, loss of control and depression.**

- Concern, resistance, negotiation, discovery and learning.