

# CREATING A POSITIVE OFFICE ATMOSPHERE

## *Questionnaire*

1. What furnishings do you presently have in your office? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Do they need any touch up work? If so, what can you do to make your office look better? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How can you keep track of your time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What can you put in your office to illustrate your vision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Is there anything in your office that is not necessary? \_\_\_\_\_  
\_\_\_\_\_
6. How can you keep your goals always in the front of your mind? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. When is the appropriate time to plan your day's activities? \_\_\_\_\_  
\_\_\_\_\_
8. How can you show respect for the position that God has put you in without appearing proud? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What are some qualities that you expect in a secretary? \_\_\_\_\_  
\_\_\_\_\_
10. As you train your secretary how can you be an encouragement and a blessing to him/her? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. What can you do to show respect for your secretary? \_\_\_\_\_  
\_\_\_\_\_
12. How can you develop a good name? \_\_\_\_\_  
\_\_\_\_\_