

# *Your Use of Technology Tools*

As you complete the following survey, include both business and personal tools.

<p>1. How many voice mail systems do you maintain?</p> <p>a. Business _____</p> <p>b. Cell Phone _____</p> <p>c. Home _____</p> <p>d. Other _____</p>
<p>2. How often do you access your voice mail(s) each day?</p> <p>a. Business _____</p> <p>b. Cell Phone _____</p> <p>c. Home _____</p> <p>d. Other _____</p>
<p>3. Do you carry a pager?                      Yes _____      No _____</p> <p>More than one pager?                      Yes _____      No _____</p>
<p>4. How many e-mail boxes/systems do you maintain?</p> <p>a. Business _____</p> <p>b. Home _____</p> <p>c. Other _____</p>
<p>5. How often do you check e-mail?</p> <p>Once a day _____                      Twice a day _____</p> <p>Three times a day _____                      Four or more times a day _____</p>

6. Do you carry a PDA or some other form of time management system?

Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_

7. How often do you check messages?

Evenings? Weekends?

- |               |       |       |
|---------------|-------|-------|
| a. E-mail     | _____ | _____ |
| b. Voice mail | _____ | _____ |
| c. Other      | _____ | _____ |

In reviewing your responses (since there is no correct standard applicable to everyone), consider if your use of and access to technology tools is the appropriate level for you. Some of us may use a variety of tools infrequently, while others have a few tools that are used constantly. Most of us fall somewhere between the extremes. What's right for you is determined by what feels appropriate, supports your values, and fulfills your vision; helps you effectively and efficiently achieve personal and work-related goals; and represents a tolerable level of intrusion into your life.