1. How many of your colleagues regularly attend meetings?

- None of them
- A few of them
- Most of them
- All of them

Follow-up: Do most of them talk in the meetings?
2. How many of your colleagues consistently meet deadlines?

- None of them
- Some of them
- Many of them
- Almost all of them

Follow-up: How many miss deadlines? Why?
3. With how many colleagues do you share documents for work?

- None of them
- A few of them
- Several of them
- All of them

Follow-up: What kind of documents do you share?
4. How many of your colleagues are good at making presentations?

- None of them
- A few of them
- Many of them
- Almost all of them

Follow-up: Why are they good making presentations?
5. How many of your colleagues usually take notes during meetings?

- None of them
- A few of them
- Most of them
- All of them

Follow-up: Do you like reading meeting notes?
6. How many of your colleagues give useful feedback?

- None of them
- Some of them
- Many of them
- Almost all of them

Follow-up:Do most of them like getting feedback?
7. How many of your colleagues regularly update their calendars?

- None of them
- A few of them
- Most of them
- All of them

Follow-up: What calendar do they use?
8. How many of your colleagues have attended a conference in the past year?

- None of them
- A few of them
- Many of them
- Almost all of them

Follow-up: Where do most of the conferences occur?
9. How many of your colleagues frequently make work-related calls?

- None of them
- Some of them
- Most of them
- All of them

Follow-up:How many work related calls do you make per day?
10. How many of your colleagues regularly print documents?

- None of them
- A few of them
- Several of them
- All of them

Follow-up: What do they print?
Now, here are the Yes/No questions:

1. Do all of your colleagues attend online meetings?

- Yes, all of them
- Most of them
- No, not all of them

Follow-up: How many people usually attend online meetings?
2. Do any of your colleagues make videos for work?

- Yes, some of them
- A few of them
- No, none of them

Follow-up: What do they make videos about?
3. Do many of your colleagues use spreadsheets regularly?

- Yes, most of them
- Some of them
- No, not many

Follow-up: What application do they use to make spreadsheets?
4. Do your colleagues often make appointments for work purposes?

- Yes, all of them
- Most of them
- No, not all of them

Follow-up: Do they make appointments to meet online or face-to-face?
5. Do all of your colleagues submit documents on time?

- Yes, all of them
- Most of them
- No, not all of them

Follow-up: Why don't some of them submit documents on time?

