

APPENDIX

Dear Fellow Engineer,

SURVEY RESEARCH QUESTIONNAIRE

I am a post-graduate student in the Faculty Of Economics And Administration, University Of Malaya. In part fulfilment of the requirements for the MBA degree, I am conducting a study on Effective Habits Of Engineers.

The information that you provide in the questionnaire is very important for my research. It is mainly to find out your perceptions and feelings about certain aspects of the work environment. There is no "right" or "wrong" answer to statements on questions in the questionnaire. I wish only that you give your frank and honest response.

I assure you that all responses will be treated confidentially.

Thank you for your kind assistance.

Yours sincerely,

Ir. LIM SOON TEIK

PART I: EFFECTIVE HABITS

Read each statement and using your best judgement, circle the number that indicates how well you perform in the following areas:-

Example:- *I display belief in the potential of others.*

1 I am in control of my life.

2 I focus my efforts on things I can do something about rather than on things beyond my control.

3 I take responsibility for my moods and actions rather than blame others or circumstances.

4 I know what I want to accomplish in life.

5 I organize and prepare in a way that reduces having to work in a crisis mode.

6 I begin each week with a clear plan of what I desire to accomplish.

7 I am disciplined in carrying out plans (avoiding procrastination, time wasters, and so forth).

8 I do not allow the truly important activities of my life to get lost in the busy activity of my days.

9 The things I do every day are meaningful and contribute to my overall goals in life.

Very Poor	Poor	Fair	Good	Very Good
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

10 I care about the success of others as well as my own success.

11 I cooperate with others.

12 When solving conflicts, I strive to find solutions that benefit all.

13 I am sensitive to the feelings of others.

14 I seek to understand other's viewpoints.

15 When listening, I try to see things from the other person's point of view not just my own.

16 I value and seek out the insights of others.

17 I am creative in searching for new and better ideas and solutions.

18 I encourage others to express their opinions.

19 I care for my physical health and well-being.

20 I strive to build and improve relationships with others.

21 I take time to find meaning and enjoyment in life.

Very Poor	Poor	Fair	Good	Very Good
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

PART II:- PERSONAL INFORMATION

- | | | | |
|----|------------------------------|----|------------------------|
| 1. | Sex | 1. | Male |
| | | 2. | Female |
| 2. | Age | 1. | below 25 years |
| | | 2. | 26 - 30 years |
| | | 3. | 31 - 35 years |
| | | 4. | 36 - 40 years |
| | | 5. | 41 - 45 years |
| | | 6. | 46 - 50 years |
| | | 7. | 51 - 55 years |
| | | 8. | above 55 years |
| 3. | Ethnic Group | 1. | Malay |
| | | 2. | Chinese |
| | | 3. | Indian |
| | | 4. | Other (Please specify) |
| | | | |
| 4. | Marital Status | 1. | Single |
| | | 2. | Married |
| | | 3. | Divorced/Widowed |
| 5. | Highest Level of Education | 1. | Diploma |
| | | 2. | Bachelor's Degree |
| | | 3. | Post Graduate |
| 6. | Years of Working | | |
| | i) As a Consulting Engineers | 1. | below 10 years |
| | | 2. | 11 - 20 years |
| | | 3. | 21 - 30 years |
| | | 4. | 31 - 40 years |
| | | 5. | above 41 years |

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|--|----|------------------------|
| ii) As others besides consulting | 1. | below 10 years |
| | 2. | 11 - 20 years |
| | 3. | 21 - 30 years |
| | 4. | 31 - 40 years |
| | 5. | above 41 years |
| | | |
| 7. Are you a Professional Engineer? | 1. | Yes |
| | 2. | No |
| | | |
| 8. Annual Gross Income | 1. | below RM30,000 |
| | 2. | 30,001 - 60,000 |
| | 3. | 60,001 - 90,000 |
| | 4. | 90,001 - 120,000 |
| | 5. | above 120,000 |
| | | |
| 9. Number of Staff in Your Firm
Including The Directors | 1. | below 20 |
| | 2. | 21 - 40 |
| | 3. | 41 - 60 |
| | 4. | 61 - 80 |
| | 5. | 81 - 100 |
| | 6. | above 100 |
| | | |
| 10. Which Discipline of Engineering are
you in? | 1. | Civil |
| | 2. | Mechanical |
| | 3. | Electrical |
| | 4. | Other (Please specify) |

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NOTE: ALL INFORMATION CONTAINED IN THIS QUESTIONNAIRE WILL
REMAIN CONFIDENTIAL.

THANK YOU FOR YOUR KIND CO-OPERATION IN FILLING OUT THIS
QUESTIONNAIRE.

Please return this questionnaire to:-

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46400 PETALING JAYA