

Productivity Skill Sheet -Individual

Answer Yes or No for each item below. Add the number of items you answer YES to. Score 0-4 — Get help! An intervention is needed Score 5-9 — Things could be better. Time for changes! Score 10-13 —Good job! Slight tweaks may be needed. Score 14-21 —Awesome! You’re doing well.	Yes	No
1. I put my goals in writing.		
2. I use mobile (smartphone and/or tablet) technology		
3. I'm good at delegating to team mates and colleagues.		
4. I have an organized desk/work area		
5. I find it easy to focus on my work.		
6. I like to put things off till the last minute.		
7. Things don't have to be perfect before I share them.		
8. I am good at prioritizing my workload.		
9. I am rarely running behind schedule on my work.		
10. I avoid distractions easily.		
11. I don't have too much on my plate.		
12. Other people can find things in my desk/office easily.		
13. I am good at communicating my thoughts.		
14. I get along well with my co-workers.		
15. I keep up with my email—my inbox is nearly empty.		
16. My paper filing system is ready to use.		
17. I use my calendar every day.		
18. I use a technology (software/applications) to stay productive.		
19. I have a good system for managing my electronic files.		
20. I find it easy to share files and work with others.		
21. I can find my information pretty quickly.		
Submit your Sheet to nicole@visionsps.com or 888-780-6208 to request your complimentary Discovery Session!		
Name, Email & Phone:		