

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**

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| 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 work area (desk, mobile work center, etc.). | | |
| 5. I find it easy to focus on my work. | | |
| 6. I never put things off till the last minute. | | |
| 7. Things have to be perfect before I share them. | | |
| 8. I am good at prioritizing my workload. | | |
| 9. I am rarely behind schedule on my work. | | |
| 10. I avoid distractions easily. | | |
| 11. I don't think that I 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: