

# MEASURE MY PRODUCTIVITY ASSESSMENT

Welcome to the simple but powerful diagnostic tool that is designed to help you assess your current productivity levels.

Regardless of the role you are in, your qualifications or whether you work in the public or private sector, you will need to have the ability to manage you time, your email, your tasks and schedule well.

This assessment will give clarity into your current productivity levels and insights in to how to be more effective in your work and personal life.

All the best.



**Fiona Newton**  
Trainer| Speaker| Broadcaster



## MANAGING YOUR TIME

	VERY OFTEN	OFTEN	SOMETIMES	RARELY	NOT AT ALL
THE FIRST THING I DO EVERY MORNING IS SPEND 5-10 MINUTES PLANNING MY DAY	1	2	3	4	5
I PRIORITISE MY WORK BY URGENT AND IMPORTANT	1	2	3	4	5
I USE MY MORNINGS FOR MY MOST IMPORTANT WORK	1	2	3	4	5
I CAN LOCATE DOCUMENTS, FILES OR INFORMATION I NEED IN UNDER 2 MINUTES	1	2	3	4	5
I HAVE TIME IN MY DAY WHEN I AM NOT INTERRUPTED FOR AT LEAST 40 MINUTES	1	2	3	4	5

## MANAGING YOUR EMAIL

	VERY OFTEN	OFTEN	SOMETIMES	RARELY	NOT AT ALL
I PUT EMAILS THAT NEED ACTIONING ON MY TASK LIST (NOT FLAG OR MARK AS UNREAD)	1	2	3	4	5
I HAVE LESS THAN 100 EMAILS IN MY INBOX MOST OF THE TIME	1	2	3	4	5
I HAVE MY EMAIL NOTIFICATIONS TURNED OFF AND I CHECK EMAIL AT REGULAR INTERVALS	1	2	3	4	5
WHEN I SEND EMAILS, I STATE THE ACTION REQUIRED AT THE START AND WRITE A DESCRIPTIVE SUBJECT LINE	1	2	3	4	5
MY TEAM HAS WRITTEN EMAIL COMMUNICATION PROTOCOLS	1	2	3	4	5



## MANAGING YOUR TASKS

	VERY OFTEN	OFTEN	SOMETIMES	RARELY	NOT AT ALL
MY TASKS ARE RECORDED IN ONE PLACE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I SET DEADLINES FOR EACH TASK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WE HAVE A CLEAR PROCESS FOR TRACKING DELEGATED TASKS IN OUR TEAM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I SET GOALS TO KNOW WHAT ACTIVITIES AND TASKS I SHOULD WORK ON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WHEN I AM ASKED TO DO A TASK, I ASSESS WHEN I CAN DO IT BASED ON MY CURRENT PRIORITIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## MANAGING YOUR APPOINTMENTS

	VERY OFTEN	OFTEN	SOMETIMES	RARELY	NOT AT ALL
I HAVE ALL MY APPOINTMENTS RECORDED IN MY ELECTRONIC CALENDAR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I RECORD TASKS IN MY TASK LIST NOT MY CALENDAR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I RECORD MY TRAVEL TIME IN MY CALENDAR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I INVITE ATTENDEES VIA MY ELECTRONIC CALENDAR AND ALWAYS CHECK THEIR SCHEDULE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I BLOCK OUT TIME IN MY CALENDAR WHEN I'M NOT AVAILABLE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# MANAGING YOUR MEETINGS

	VERY OFTEN	OFTEN	SOMETIMES	RARELY	NOT AT ALL
<b>AN AGENDA IS CIRCULATED BEFORE EACH MEETING</b>	1	2	3	4	5
<b>IT IS CLEAR AT THE END OF MOST MEETINGS ABOUT WHO NEEDS TO ACTION WHAT</b>	1	2	3	4	5
<b>MEETINGS ARE FINISHED WITHIN THE TIME ALLOCATED</b>	1	2	3	4	5
<b>EVERY INDIVIDUAL IS NEEDED AND CONTRIBUTES DURING A MEETING</b>	1	2	3	4	5
<b>ALL MEETINGS IN MY CALENDAR ARE COMPLETELY NECESSARY FOR ME TO ATTEND</b>	1	2	3	4	5

**TOTAL**

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**If your PRODUCTIVITY score was between 25-60:**

Congratulations! You are doing very well and are efficient at your job. You have systems in place that help you manage your workload and stay on top of your Inbox. Like anything in life, you can probably identify a couple of areas where you could go even further to being productive and achieve greater results.

**If your PRODUCTIVITY score was between 61-96:**

You're probably asking yourself this question, 'Should work be this hard?' You may be struggling to keep on top of your workload, the amount of email you are receiving is overwhelming and things are falling through the cracks. You may be constantly interrupted during the day and find it hard to find time to get focused work done. You may often have the feeling that you were busy all day but not sure what you've achieved.

**If your PRODUCTIVITY score was over 96:**

You are probably experiencing a lot of what the people in the middle section are experiencing but are but are in a state of chaos. You may be showing signs of stress that is affecting your mental and physical health and need to find a way out soon.

**Whatever you score, we can always improve.**

Find insights in improving your productivity on our website [www.productivityspecialists.com.au](http://www.productivityspecialists.com.au) or contact Fiona directly on [fnewton@productivityspecialists.com.au](mailto:fnewton@productivityspecialists.com.au) or 0414 896 198

