

NAME: _____

PRODUCTIVITY SELF-EVALUATION

Respond to this evaluation by selecting the number that best expresses the accuracy of each statement for you and your work habits and practices. If the statement is not like you at all, select number one. If it fits you perfectly, select number five. The numbers in between allow you to indicate varying degrees.

When you have selected all of the items, review your ratings and indicate in the boxes labeled "+" or "-" whether you are satisfied with your rating of yourself. Select plus (+) if you are pleased with your rating or minus (-) if you feel a need for a change.

Date: _____

Work Hours:

1. I am satisfied with the number of hours I work each week.

I work _____ hours per week.

I would like to work _____ hours per week.

2. I properly balance my work time with my personal time.

3. I rarely take work home.

Work Habits:

1. I make a written list of what I intend to do each day.

2. I keep records that show when I complete items on my list.

3. I have a calendar/commitment system where I record appointments and tasks I intend to accomplish in the future.

4. I regularly schedule blocks of time to accomplish important goals and activities.

5. I assign time limits to the items on my task list.

					Not at All Like Me	Exactly Like Me	+	-
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				

6. I prioritize my task list every day.

Not at All
Like Me

Exactly
Like Me

+

-

1 2 3 4 5

7. I make effective use of travel time such as commuting to work, driving to appointments, etc.

1 2 3 4 5

8. I frequently work on important things while waiting for someone else.

1 2 3 4 5

9. I minimize the amount of time I spend traveling by coordinating appointments geographically.

1 2 3 4 5

10. I spend most of my telephone time on business exchange related to the purpose of the call.

1 2 3 4 5

11. I group my questions and topics to reduce the number of interruptions by phone, drop-in visitors, and others.

1 2 3 4 5

12. I use e-mail or other technology to reduce the time it takes to contact a group of people.

1 2 3 4 5

Work Space:

1. My work space is arranged so that everything I need is readily available.

1 2 3 4 5

2. I keep my work space fairly clear except for the work I am engaged in at the moment.

1 2 3 4 5

3. I often find myself spending more than two minutes looking for something I need for my work.

1 2 3 4 5

4. I have adequate light, ventilation, etc., in my work area.

1 2 3 4 5

2. When I delegate a task, I give adequate instructions so that it may be done well.

3. I allow others to work in their own way even though some things may be done differently from the way I would do them.

4. When I delegate a task or responsibility, I also delegate the authority necessary to accomplish it effectively.

Interruptions:

1. I resist the temptation to immediately respond to texts, instant messages, and e-mail if I am in the middle of something important.

2. I set aside specific time each day to review e-mail.

3. I take steps to reduce the amount of e-mail I receive so that I am not overloaded with messages and other information.

4. I turn off the notifications feature on my social media site during office hours so that I can keep my focus on high-payoff activities.

5. I encourage visitors to set up appointments before coming to my office.

6. I discourage visitors from staying longer than necessary by minimizing small talk.

7. I prevent myself from repeatedly dropping into others' offices.

8. I shorten visits and meetings by setting time limits.

TOTAL SCORE:

Not at All Like Me		Exactly Like Me			+	-
1	2	3	4	5		
1	2	3	4	5		
1	2	3	4	5		
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1	2	3	4	5		
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