




# Personal Productivity Self Assessment

How effective is your Productivity Entourage?


Please indicate how strongly you agree with the following statements:


 <b>Superstar</b>	Strongly Disagree				Strongly Agree
I have clarity about who I am and clear goals for where I'm headed – personally.	1	2	3	4	5
I have a clear vision for my role at work and specific professional goals.	1	2	3	4	5
I place a high value on my own time and priorities.	1	2	3	4	5
I have a sense of purpose and satisfaction about how I spend my time	1	2	3	4	5
<b>TOTAL</b>					<b>/ 20</b>

 <b>Manager</b>	Strongly Disagree				Strongly Agree
I know that there is never enough time in the day to do it all, and this is OK with me.	1	2	3	4	5
I review my goals regularly to keep myself focused on the right priorities.	1	2	3	4	5
I can quickly measure the value of any possible activity against my Big-Picture Goals.	1	2	3	4	5
I regularly eliminate lower-value tasks from my daily and weekly to-do lists.	1	2	3	4	5
<b>TOTAL</b>					<b>/ 20</b>

 <b>Bodyguard</b>	Strongly Disagree				Strongly Agree
I am good at establishing healthy boundaries with people who need/want my time.	1	2	3	4	5
I know a variety of ways to say NO respectfully and effectively.	1	2	3	4	5
I am confident negotiating a realistic workload and response time with my boss and with myself.	1	2	3	4	5
I am adept at recognising and resisting interruptions – both internal and external.	1	2	3	4	5
<b>TOTAL</b>					<b>/ 20</b>

① ② ③	Event Planner	Strongly Disagree				Strongly Agree	
	I make time to plan the week before it begins, to be sure I get my own priorities scheduled first.	1	2	3	4	5	
	I write down my Target 3 tasks for each day and work from this list all day long.	1	2	3	4	5	
	I schedule my Target 3 tasks strategically, based on what I know about my natural rhythms and work environment.	1	2	3	4	5	
	I meet with my life partner and workmates on a regular basis to coordinate efforts.	1	2	3	4	5	
	<b>TOTAL</b>						<b>/ 20</b>

 25 mins	Personal Trainer	Strongly Disagree				Strongly Agree	
	I am able to maintain focus on a single task for 25 minutes – and resist all external and internal interruptions during this time.	1	2	3	4	5	
	I know my own energy and concentration cycles and use this knowledge to motivate myself to complete tasks.	1	2	3	4	5	
	I take breaks during the day to give myself a rest and a boost.	1	2	3	4	5	
	My physical workspace is ergonomically sound, and I have made it a place where I enjoy spending time.	1	2	3	4	5	
	<b>TOTAL</b>						<b>/ 20</b>

	Personal Assistant	Strongly Disagree				Strongly Agree	
	I maintain a Master To-Do list so I have a place to capture everything on my mind.	1	2	3	4	5	
	I practice the technique of Task Batching to improve efficiency.	1	2	3	4	5	
	I understand the difference between sorting and working, and I build in time regularly to process through my collection points: email inbox, paper in-tray, meeting notes, brain, etc.	1	2	3	4	5	
	I mark my calendar for appointments with myself (to get key tasks done) as well as with others.	1	2	3	4	5	
	<b>TOTAL</b>						<b>/ 20</b>

My **Strongest** character ( one):

Superstar  Manager  Bodyguard  Event Planner  Personal Trainer  Personal Assistant

My **Weakest** character ( one):

Superstar  Manager  Bodyguard  Event Planner  Personal Trainer  Personal Assistant

One thing I can do to assist my weakest character is \_\_\_\_\_