



Team Productivity Self Assessment


How effective is your team? Please indicate how strongly you agree with the following statements:


 Think Smart	Strongly Disagree				Strongly Agree
Our team has a clearly defined purpose recorded in a concise team mission statement. Our mission statement is up-to-date and is known to all team members.	1	2	3	4	5
We have a solid grasp of our team's core strengths and limitations, and we focus our efforts on the things that we do best.	1	2	3	4	5
We know how to calculate the supply and demand of our time as a team, and we engage in this exercise regularly to assure we are not overcommitted.	1	2	3	4	5
We revisit our team mission statement when taking on new initiatives or launching new projects. If the plan is not aligned with the mission, we take steps to remedy this.	1	2	3	4	5
We have a culture of ruthless prioritisation. As individuals and as a team we are comfortable saying no to activities that do not support our top priorities.	1	2	3	4	5
As a team we know how to negotiate realistic workloads without feeling fearful or stressed. Once we commit to doing something, we can confidently get it done on time.	1	2	3	4	5
TOTAL					/ 30

 Live Smart	Strongly Disagree				Strongly Agree
We value a healthy work-life balance and do not expect our team members to be working evenings and weekends. We take preventive action when overload is indicated.	1	2	3	4	5
We support our team members in activities that promote their physical, emotional, and spiritual well-being. We believe that time spent on wellness is time well spent.	1	2	3	4	5
Our manager focuses more on output delivered than on time spent sitting at the desk. We know what our targets are, and our results are acknowledged when we hit them.	1	2	3	4	5
Everyone on our team makes an effort to manage the emotional tone of our interactions. There is no place for ego in our group, and the mental work environment is a safe one.	1	2	3	4	5
Our manager understands that what motivates us is autonomy, mastery and purpose. The team is given freedom and empowered to excel by applying their unique talents.	1	2	3	4	5
We support each other to maintain a positive attitude, and we celebrate milestones and successes. When mistakes are made, they are treated as learning opportunities.	1	2	3	4	5
TOTAL					/ 30

Continued 

Team Productivity Self Assessment *(continued)*

 Plan Smart	Strongly Disagree				Strongly Agree
We set yearly, quarterly, monthly and weekly SMART goals. These goals are written down and drive our day-to-day work plans and decision-making practices.	1	2	3	4	5
We use a simple shared project planning system that everyone is comfortable with. The system is quick and easy to update, and it drives our regular status discussions.	1	2	3	4	5
Our team members have clarity about their roles on the team and their responsibilities within our projects and day-to-day operations. This information is written down.	1	2	3	4	5
We conduct weekly, monthly and quarterly meetings that are designed to synchronize our efforts and provide a forum for discussing issues that affect the entire team.	1	2	3	4	5
We are in the habit of considering the value of every task we work on against our specific goals. We are comfortable dismissing or diminishing tasks that are not aligned with goals.	1	2	3	4	5
We build in contingencies when planning our projects. There is enough flex-time built into our deadlines to allow for unexpected changes in direction or delays in execution.	1	2	3	4	5
TOTAL					/ 30

 Work Smart	Strongly Disagree				Strongly Agree
Our meetings and calls are run with a clear agenda, stay focused, and finish on time. Follow-up actions are clear and tracked. We keep meetings to the minimum needed.	1	2	3	4	5
We send email sparingly and do not overuse Reply-to-All, Cc: and distribution lists. Our team uses communication channels other than email. Email is clear and concise.	1	2	3	4	5
Our team members display strong business etiquette. They are punctual, attentive to the task at hand, and communicate professionally in writing and verbally.	1	2	3	4	5
We have a consistent categorisation system for our shared filing systems. We are able to file and retrieve shared information quickly and easily.	1	2	3	4	5
We have systemised our key routines and documented the processes. We create templates that reflect our best practices for regular communications and actions.	1	2	3	4	5
We set high expectations for ourselves and others. Standards of conduct and performance are clear and achievable.	1	2	3	4	5
TOTAL					/ 30

Summary/Action Step

Our strongest area (one):

Think Smart Plan Smart Work Smart Live Smart

Our weakest area (one):

Think Smart Plan Smart Work Smart Live Smart

One thing I can do immediately to improve our weakest area is
