

PERSONAL PRODUCTIVITY
Where do you waste your productivity?
ASSESSMENT of WASTE

- I am conscientious about how I set my schedule.
- I know what overcommitting looks like and how it affects me.
- I am great at protecting my time, being firm in saying "no" when I need to.
- I have a system for managing my calendar.
- I make good use of the "edges" of my day so they are not wasted.
- I have an accurate handle on where I spend my time (may include keeping a log).
- I don't get "spun-up" with stress or overwhelm that leads to being inefficient.
- I do not inadvertently multi-task. Instead I conscientiously switch-task effectively.
- I have a clear concept of what is low priority versus high priority for me.
- I have a clear concept of what is important versus unimportant for me.
- I have good techniques for address interruptions.
- I have fill-in work identified, so I can pick it up when I have a down moment.
- I don't group tasks by areas, such as running errands in a central location.
- I take care of myself by being aware of how I eat affects my energy.
- I take care of myself by being aware of my physical fitness.

What items are left unchecked? How do those feel? Are they opportunities of growth for you?

Get Clear-headed and Confident!

- ✓ Identify how you want others to see you as far as effective and efficient.
- ✓ Find systems and tools that work for you and persist in using them.