

# Where are you on The Road to Peak Productivity?

		Agree	Sometimes or Somewhat Agree	Not Really or Somewhat Disagree	Disagree
1	I am well organized in my office. There's a place for everything, and everything is in its place.	4	3	2	1
2	I have systems in place to support my job and daily activities.	4	3	2	1
3	In the morning, when I begin work, my desk is clear and ready for action!	4	3	2	1
4	It takes me 3 seconds or less to find and file anything in my office.	4	3	2	1
5	I can make decisions efficiently and effectively on incoming papers, e-mails and information, quickly deciding what to keep and what to let go.	4	3	2	1
6	I have more productive time than wasted time during the day.	4	3	2	1
7	I have a task list that is comprehensive and reliable and holds everything I need to do, have to do, want to do and dream of doing, all in one place.	4	3	2	1
8	I spend a portion of my day planning for the following days, weeks or months.	4	3	2	1
9	I am clear on my priorities and regularly prioritize throughout the day.	4	3	2	1
10	I spend time on tasks and projects with long-term benefits.	4	3	2	1
11	I have set goals personally and professionally.	4	3	2	1
12	My email In Box has less than 30 emails in it.	4	3	2	1
13	My computer and email folders are well organized and ready for use.	4	3	2	1

14	My business cards are organized or in the computer or both. I don't have loose cards in random places throughout my office or desk.	4	3	2	1
15	I am not easily distracted. I can keep my focus and get things done.	4	3	2	1
16	I am good at managing interruptions and protecting my time.	4	3	2	1
17	I have a clear sense of time and how long it takes to do things or to get to places I need to go.	4	3	2	1
18	I rarely procrastinate. I know how to tackle large projects, long-term tasks and things I don't particularly enjoy doing.	4	3	2	1

**Score:**



**0 - 45: Uh oh! You've left the garage, but you're not going very far very fast.**

Your productivity is in jeopardy of breaking down and so is your ability to reach your goals. You can change gears, gain some momentum and be on your way to peak productivity in no time!

**45 - 60: You're on the road and you're making good progress, but now and then you may encounter some road blocks...** You can remove these road blocks by using a new map and increasing your focus. Make a few positive improvements to your organization and your routines and nothing can stand in your way!

**60 - 72: You're on the Road to Peak Productivity!**

You can get there faster and easier by making a few adjustments and improvements to enhance your current practices. Keep going and enjoy the ride!