



Work Smarter, Not Harder Productivity Quiz

1. When overloaded, are you easily able to prioritize and focus in on the most critical tasks?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
2. Do you turn work around quickly, rather than letting it get backed up on your desk?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
3. Do you have a good way of tracking your to-dos?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
4. Do you have a general structure to your day or week that enables you to feel in control of when you do things?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
5. Are you physically organized, keeping papers, computer documents, contact information, and work materials in order and at your fingertips?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
6. Do you have productive, efficient working relationships with your coworkers, assistant, direct reports, boss?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
7. Are you generally pleased with your work/life balance?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
8. Can you clearly identify the core responsibilities of your job?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
9. Do you feel secure in your ability to perform in each area of your key responsibilities?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
10. Can you easily let go of low-priority items, without guilt?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
11. Do you understand and believe in the mission of your company?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
12. Do you know what your most valuable contribution is? What makes you unique?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
13. Is your most valuable contribution what your employer wants?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always
14. Do you keep yourself current in the expertise required by your job?
1 Never 2 Rarely 3 Sometimes 4 Usually 5 Always

When you finish, score yourself by adding up the points you circled for a grand total.

Grand Total: _____

Productivity Test Results

14- 30 points: Drowning. Hang on. You are struggling to keep your head above water, and barely making it. You're not getting much done, and are probably frustrating yourself and your co-workers, boss, family, and friends. You feel terribly out of alignment, your morale is low, and you may be on the verge of losing your job (or quitting!) before you've found a better fit.

31-50 points: Treading water. You're mostly holding it together, but it's a constant struggle. You get your most critical tasks done, but beyond that, many items (including your personal life) don't get the attention they deserve. You feel under constant pressure and stress, and are often filled with self-doubt.

51-70 points: Doing the breast stroke. Good for you. You have excellent organizing and time-management skills, and people can count on you to deliver. You feel pretty much in alignment with your job, appreciated, and confident in your abilities. Of course, you're always looking for ways to become more efficient, and seeking new strategies to stay on top of your game.