

Productive Environment Scorecard™



Please evaluate the following statements on a scale from 1-10; 1=Strongly Disagree; 10=Strongly Agree

Circle or highlight your response.

| | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|----|
| 1. I am comfortable with the amount of time I spend on email. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. I can find information in my computer in seconds. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. I would be totally calm if I was notified of an audit. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. I have plenty of space in my office. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. I know what information I should keep, and how long I should keep it. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. I have a systematic method for purging outdated papers and digital files. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. I have a satisfactory system for managing my finances. [ie. budgeting, billing, banking, bookkeeping] | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. I am satisfied with the way I manage my time. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. I have a structured system for managing projects and work in progress. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10. I am not overwhelmed by what I need or want to do. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11. I can find contact information in seconds. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12. I can easily prioritize my work. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 13. I am confident others can find what they need if I am not here. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 14. My office reflects the quality of work I do. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15. My daily life reflects the quality of life I want. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Add each column here; then add the numbers in this row to calculate your Productivity Score. | | | | | | | | | | |

Productivity Score:

| | |
|--|---|
| *Complete this statement: The <u>one</u> thing that would make the biggest difference in my productivity is: | If your Score is: |
| | 135-150 Congratulations! You are well organized! 77-134 You are on the right track, but there is room for improvement! 47-76 Disaster could be ahead if changes are not made soon! 15-46 Get help immediately! |

| | |
|-----------------------|--|
| Date: _____ | Please return this form to the Certified Productive Environment Specialist™ that shared it with you. GetReorganized.com™ www.GetReorganized.com 720.299.8245 |
| Name: _____ | |
| Phone: _____ | |
| Email: _____ | |
| Company: _____ | |