

The Ultimate Productivity Test

How Productive Are You?

Instructions: Circle the number that comes closest to representing how true the statement is for you right now. Then, score yourself, using the key at the bottom of the page. This test will help you identify unproductive habits that may be hindering your productivity and success.

- 1 2 3 4 5 I know precisely what my annual income goals are and I track my progress monthly.
- 1 2 3 4 5 Based on my income goal, I now precisely how much my time is worth.
- 1 2 3 4 5 I plan each week before it begins by block scheduling all the tasks necessary to reach my weekly goals.
- 1 2 3 4 5 I know what my TOP 3 Highest Profit Activities are and at least 80% of my time is focused on doing these 3 high leverage activities.
- 1 2 3 4 5 I have trained my colleagues, associates, family members and clients to know when I am available and when I am not.
- 1 2 3 4 5 I never answer email, phone, cell, fax or in-person requests while I am in Power Profit Mode, which is an official, prescheduled event.
- 1 2 3 4 5 When I'm out of the office, I always use a capture tool (i.e. note pad, iPhone notes, etc.) to capture any new "To-Dos" that come to mind.
- 1 2 3 4 5 I invest 5-10 minutes every day to transfer the "Must-Do" items from my capture tool onto my calendar.
- 1 2 3 4 5 I delegate everything that someone else can do 80% as well as me.
- 1 2 3 4 5 I avoid holding telephone or in-person meetings unless there is absolutely no other more efficient alternative.
- 1 2 3 4 5 I fuel my fire daily with 30+ minutes of morning exercise, healthy balanced meals, and 7-8 hours of sleep.
- 1 2 3 4 5 I have a filing system that allows me to instantly find -- and access -- any specific information I might need at a moments notice.

- 1 2 3 4 5 My workspace is always clutter-free, organized and functional.
- 1 2 3 4 5 My computer and other required electronics are fully functional.
- 1 2 3 4 5 I am good at saying "NO" to distractions and interruptions.
- 1 2 3 4 5 I have block-scheduled times in my calendar designated for replying to emails and voice mails. I am disciplined about sticking to that plan.
- 1 2 3 4 5 I invest at least 3 hours per week for developing my marketing assets.
- 1 2 3 4 5 I am always on time or early for my appointments and meetings.
- 1 2 3 4 5 I block schedule time every week to read, study and improve myself.
- 1 2 3 4 5 I always keep a book and educational CDs in my vehicle so I can resurrect "dead time" into "learning time."
- 1 2 3 4 5 I have devoted myself to studying marketing at least 2 hrs per week.
- 1 2 3 4 5 My 5 best friends are a positive influence on me.
- 1 2 3 4 5 I have disciplined myself to develop the habit of doing high value activities every day, even if I'm not in the mood or it's inconvenient.
- 1 2 3 4 5 I take at least 1 day per week to rejuvenate and recharge with absolutely no work related activities.

_____ **Total Score** (add up all the numbers)

Scoring Key	24 – 48	You're headed for the poor house! Shape up or get a union job!
	48 – 72	Productivity Vampires are sucking you dry. More discipline required.
	72 – 96	Solid results! Keep up the great work.
	96 – 120	It's no wonder why you're a Top Producer -- you've earned it!