

Productivity Worksheet

Ever see someone who is highly productive and wonder how they got there? There's a good chance, they started with a plan. This worksheet is designed to help set the stage for becoming a more productive.

What being productive looks like to me:

Why I want to become more productive:

Benefits I will receive by becoming more productive:

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Things that hold me back from being as productive as I'd like:

How I can overcome these obstacles:

Areas of my life where I need to be more productive:

- _____
- _____
- _____
- _____

I'm going to start with this one area/task (be specific):

Tools I can use to help me be more productive:

Steps I need to take in order to be more productive:

- *Stop working overtime. (Studies show, productivity actually increases when you work less.)*
- *Learn to say "no".*
- *Start delegating.*
- *Kill the perfectionist in myself.*
- *Automate tasks (paying bills, sorting emails, scheduling appointments, posting on social media, running reports, etc.)*
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How I plan to stay on track once I become more productive:

- _____
- _____
- _____
- _____
- _____

PROGRESS REPORT

Steps I have taken:

Positive results I've experienced from being more productive in this area.

Things I still need to improve on:

How I will improve them:

Setbacks I've encountered:

How I overcame them (or am working to overcome them):

I am now better able to stay productive because:

How I feel now that I'm more productive:

Notes/Thoughts:
