

# Productive Environment Scorecard™ for Individuals

Read the statements on the left and right side of each row then circle or mark the number that most closely approximates your current state.

1	I waste lots of time looking for papers I need.	1	2	3	4	5	6	7	8	9	10	I waste no time looking for papers I need.
2	I waste lots of time looking for information I know is on my computer.	1	2	3	4	5	6	7	8	9	10	I can find information in my computer in seconds.
3	I would be terrified if I were notified of an impending audit.	1	2	3	4	5	6	7	8	9	10	I would be totally calm if I were notified of an impending audit.
4	I do not have enough space in my office.	1	2	3	4	5	6	7	8	9	10	I have plenty of space in my office.
5	I do not have a good system for managing reading material.	1	2	3	4	5	6	7	8	9	10	I have a great system for managing reading material.
6	I do not have a systematic method for purging outdated papers.	1	2	3	4	5	6	7	8	9	10	I do have a systematic method for purging outdated papers.
7	It is very difficult for me to manage interruptions and prioritize my workload.	1	2	3	4	5	6	7	8	9	10	It is very easy for me to manage interruptions and prioritize my workload.
8	I do not use my time planner (calendar, Palm, etc.) effectively.	1	2	3	4	5	6	7	8	9	10	I do use my time planner (calendar, Palm, etc.) effectively.
9	I do not have a system for managing projects and work in progress.	1	2	3	4	5	6	7	8	9	10	I do have a system for managing projects and work in progress.
10	I am frequently overwhelmed by what I need or want to do.	1	2	3	4	5	6	7	8	9	10	I am never overwhelmed by what I need or want to do.
11	I waste time looking for phone numbers and other contact info.	1	2	3	4	5	6	7	8	9	10	I can find contact info I need in seconds.
12	I feel unproductive working in my office.	1	2	3	4	5	6	7	8	9	10	I feel highly productive working in my office.
13	I am not confident others can find what they need if I am not here.	1	2	3	4	5	6	7	8	9	10	I am confident others can find what they need if I am not here.
14	My office does not reflect the quality of my work.	1	2	3	4	5	6	7	8	9	10	My office totally reflects the quality of my work.
15	My daily life does not reflect the quality of life I want.	1	2	3	4	5	6	7	8	9	10	My daily life totally reflects the quality of life I want.
	<i>Total each column; then add the numbers in this row for total score.</i>											<b>MY SCORE:</b> _____

► **PLEASE COMPLETE** The ONE thing that would make the biggest difference in the quality of my life regarding organising is ...

\_\_\_\_\_

If your score is    135-150    Congratulations! You are well organised.  
                               77-134    You are on the right track. Would you agree there is room for improvement?  
                               47-76    Make changes to your system sooner rather than later to avoid possible disaster.  
                               15-46    Get help immediately.

**Send us this scorecard for a FREE consultation.**    Email: [gerrit@productivitypitstop.co.za](mailto:gerrit@productivitypitstop.co.za)    Fax: 086 611 5335

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_