



3 STEPS TO JUMPSTART YOUR PATH TO HEALTHY PRODUCTIVITY

We *all* want more time, energy and money. Few know where to find them.

There is no magic bullet, but there are simple, easy steps you can take to *Ignite Your Performance!*[™]

Is it worth the effort? Oh, yes!

- ✓ More time for yourself, family and friends
- ✓ More energy to invest in your life and career
- ✓ More money in your bank account
- ✓ Less stress and frustration
- ✓ Build confidence and effectiveness

Step 1 – Where am I now?

Before you can apply any new productivity strategies, you need to realistically assess areas in your life that are causing you the most challenges. The following productivity assessment will help you to evaluate where you shine and where you can use some help with personal productivity and time management.

Step 2 – How important is this to me?

Only when having more time, energy and money is truly important to you will tips, tools and tricks be useful to you. Once you recognize your level of commitment, you can choose which pathway will give you the best results.

Step 3 – Tips and Tools to *Ignite Your Performance*[™]

There are so many ways you can improve your productivity to gain time, energy, and money. Pick and choose from my generous toolbox of strategies and tips to find ways that suit your nature and level of commitment. You might choose one or two and get great results, or create a system that miraculously transforms your productivity. Either way, understand that any action taken consistently will improve your performance. Have fun with this and refer back here often. As life and your situation changes, so can your approach to enhancing your productivity.

"For the last year I have set goals related to managing my email. I have switched computers and changed software systems 3 times. What I thought was a technical problem was really a productivity problem. After my first session with Cathy, I was already more productive and had the tools to help me "Ignite My Performance". Don't make the same mistake I made and suffer in silence. The Productivity Experts can help you improve your productivity today!" ~ Lethia Owens, Lethia Owens International





Step 1 – Where am I now?

	Read each statement. Please rate the following by circling or highlight the appropriate number that most closely describes your current state.	Always	Most of the time	Sometimes	Rarely	Never
1	I waste a lot time looking for items I need.	1	2	3	4	5
2	I waste too much time looking for electronic information.	1	2	3	4	5
3	I waste too much time on e-mail.	1	2	3	4	5
4	I do not delegate as much as I should.	1	2	3	4	5
5	I do not have a good system for managing reading material.	1	2	3	4	5
6	I do not have a systematic method for purging outdated papers.	1	2	3	4	5
7	It is very difficult for me to manage interruptions and prioritize my workload.	1	2	3	4	5
8	I do not use my time or task manager (calendar, Outlook, etc.) effectively.	1	2	3	4	5
9	I do not have a system for managing projects and work in progress.	1	2	3	4	5
10	I am overwhelmed by my workload.	1	2	3	4	5
11	I struggle using technology effectively.	1	2	3	4	5
12	I feel unproductive working in my office.	1	2	3	4	5
13	I feel there is never enough time.	1	2	3	4	5
14	I do not always follow up on important items on time.	1	2	3	4	5
15	My office does not reflect the quality of my work.	1	2	3	4	5
	1. Add column totals. 2. Add numbers in this row. TOTAL SCORE:					

Score Guide

60 - 75 > You are a super star! Help someone else get organized.

45 – 59 > You are on the right track. Keep improving your focus and organization.

26 – 44 > You are probably wasting a lot of time spinning your wheels. Pick one area and focus on being more efficient. Don't be afraid to ask for help. It can change your life!

15 - 25 > It's not hopeless, but you do need to make getting organized a priority in your life. Everyone can be more organized, productive and feel good about their environment. The question is, do you want to?



Step 2 – How important is this to me?

1. **Very Important:** Yes, I want this in my life!
Tip: Start implementing tips and ideas for life-changing effects and reap the rewards.
2. **Important:** Yes, I am willing to work towards improving my life!
Tip: Start small. Take one idea, tip, or technique and put it into action. Once you start feeling and seeing the great benefits you will be motivated to do more.
3. **Somewhat Important:** I am not quite sure how much effort I am willing to put forth.
Tip: Try taking an organizing or time management class or read motivational books to find something that will motivate you. **Note:** If getting organized is not important it will be hard to keep the focus and change the habits.
4. **Not Important:** The effort is not worth it.
Tip: Stop here! Don't waste your time. Go do something that you enjoy!

How did you do?

Were you surprised by your results or your level of willingness to make some changes?

I'm going to guess that, since you're here, you are willing to make some changes. Even if your score indicated you have it all figured out and you're a productivity super star, you must be feeling like there's room for improvement. The truth is, there's always room for improvement – for all of us.

Whatever your situation or current frame of mind, I can promise you that implementing the productivity tips, tools, and strategies I'm going to share with you will help you streamline your time and get you on the path to a more organized, productive life.

So... on to step 3. Watch your inbox for the tips I'll be sending you and let's get you further down the Path to Healthy Business Productivity!