

PRODUCTIVITY WORKSHEET

KNOW YOUR PURPOSE

“Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.” (Matthew 5:16)

Productivity is effectively stewarding your gifts, talents, time, energy, and enthusiasm for the good of others and the glory of God.

DEFINE YOUR RESPONSIBILITIES

What are your areas of responsibility? Who or what has God made you responsible for? Where will God require an accounting from you?

Personal **Family** _____ _____ _____ _____

LIST YOUR ROLES, TASKS, & PROJECTS

What roles, tasks or projects fall under each of your areas of responsibility?

Personal	Family	_____	_____	_____	_____
Spiritual health	Spiritual growth	_____	_____	_____	_____
Physical fitness	Finance	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

STATE YOUR MISSION

What does success look like in each of your areas of responsibility? What is the call to action or call to mission in each of them? Prepare your mission statements:

Personal: _____

Family: _____

_____:

_____:

_____:

_____:

_____:

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SELECT YOUR TOOLS

3 Essential Tools:

- Scheduling (Google Calendar, Apple Calendar, Cozi)
- Information Management (Evernote, OneNote, SimpleNote, Google Keep)
- Task Management (Todoist, Wunderlist, Things, OmniFocus)

DAILY REVIEW

Daily Review (*Coram Deo*)

- [Get Focused] Pray
- [Get Clear] Bring task management inbox to 0
- [Get Current] Check calendar and alerts
- [Get Current] Check waiting on others
- [Get Current] Check deadlines for the next 7 days
- [Get Going] Choose today's top tasks

TAME YOUR INBOX

- *Reply* if it will take 10 seconds or less.
- *Delete* it if it is junk.
- *Archive* it if you need to keep it.
- *Move* it to your reply folder if you will reply later.

Visit www.challies.com/DoMoreBetter for more productivity tips and tools.

