

Workbook

Productivity Assessment

To provide insight into where you are now with your productivity and where you can improve give yourself a score between 1-5 based on how accurate you think each statement is.

1=Not accurate at all 2=Barely Accurate 3=A little accurate 4=Accurate 5=Very Accurate

Prioritization	
I know what my MVT's (Most Valuable Tasks) are.	
I spend a majority of my working hours on high and mid value tasks.	
I complete my low and no value tasks only after my higher value tasks are done.	
Prioritization Score	

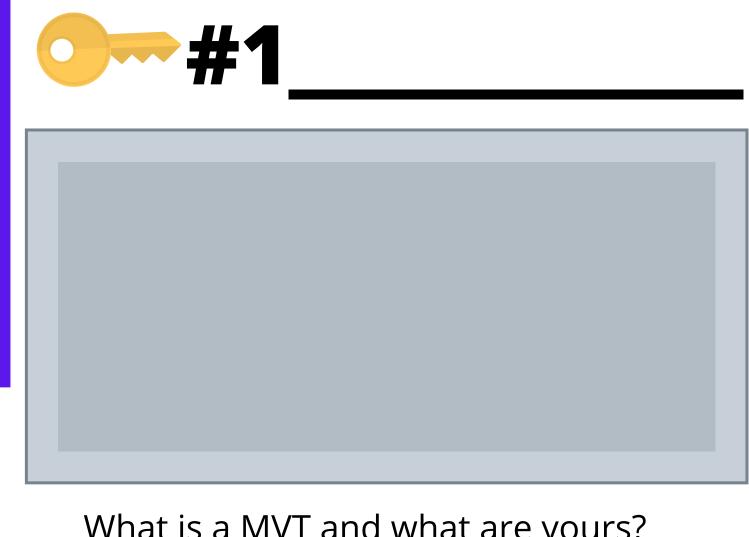
Capturing	
I have completed a full brain dump to get everything out of my head.	
I have a trusted list management system in place for organizing and prioritizing my tasks.	
I have a good regularly used capture system in place so nothing falls through the cracks.	
Capture Score	

Planning	
I have a reliable system in place for managing my daily tasks and appointments.	1
I consistently use the system I have in place to execute my days and weeks.	
I am good at estimating the time a task will take and am able to accurately use a time	
blocking system when planning my weekly workload.	1
Planning Score	

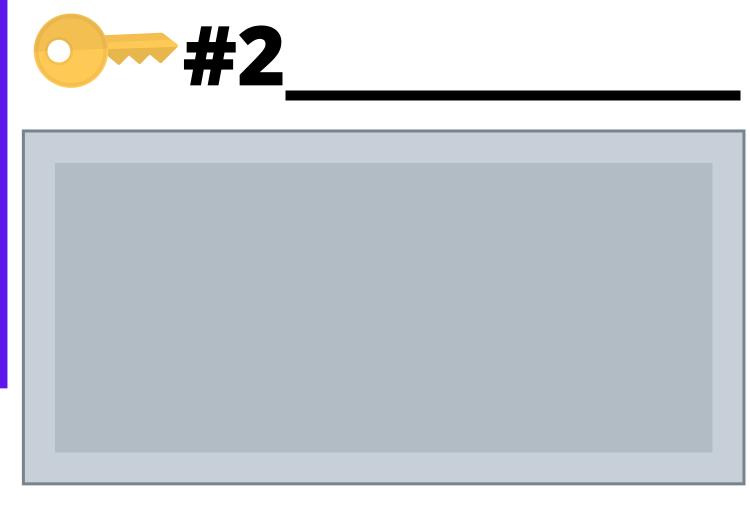
Executing	
I am able to work 40 hours a week or less and when I leave the office I can leave work	
behind.	
I have a reasonable workload and confidence in my ability to complete it within allotted	
time frames.	
I make steady progress towards my goals each day.	
I hit my deadlines relatively easy and sometimes complete projects early.	
Executing Score	

Mastering	
I have a good work life balance and am able to fully engage in my free time.	
I am able to maintain my energy and have a good amount of focus for my important	
tasks.	
I have set up the technology in my life to minimize notifications and distractions.	
I have great routines in place that help keep me in the flow and get through routine	
tasks with ease.	
Mastering Score	

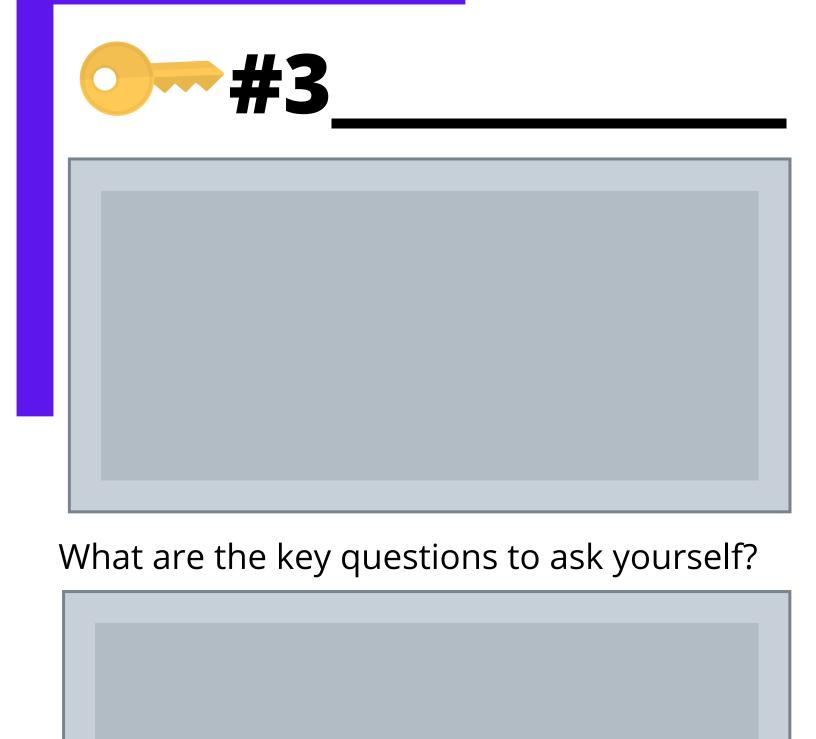
Total Productivity Score	

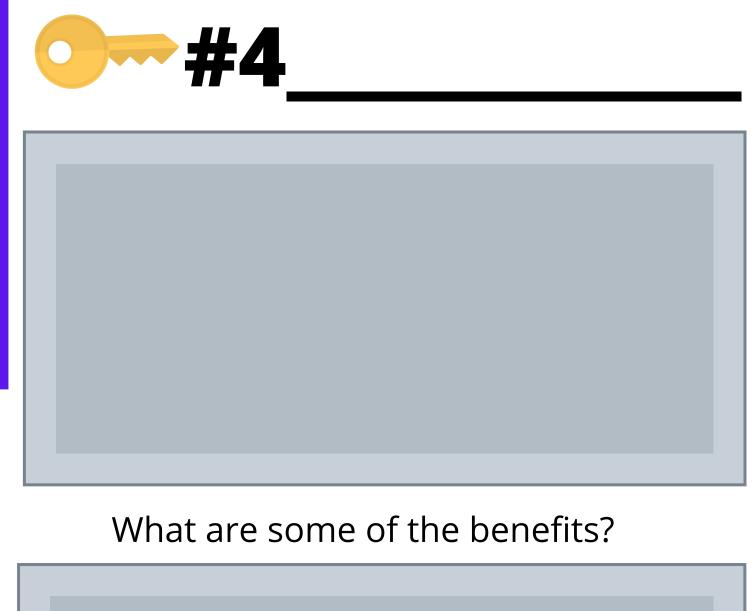


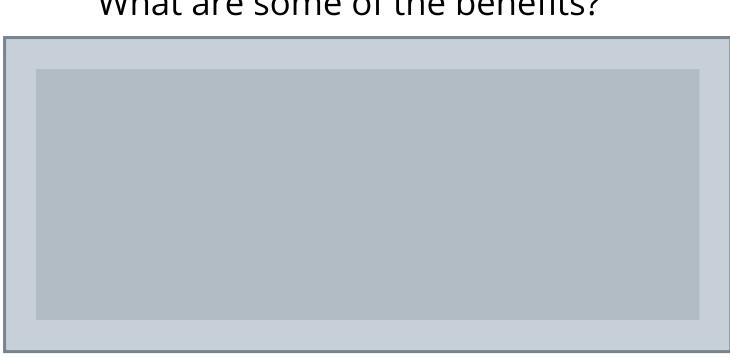
What is a MVT and what are yours?

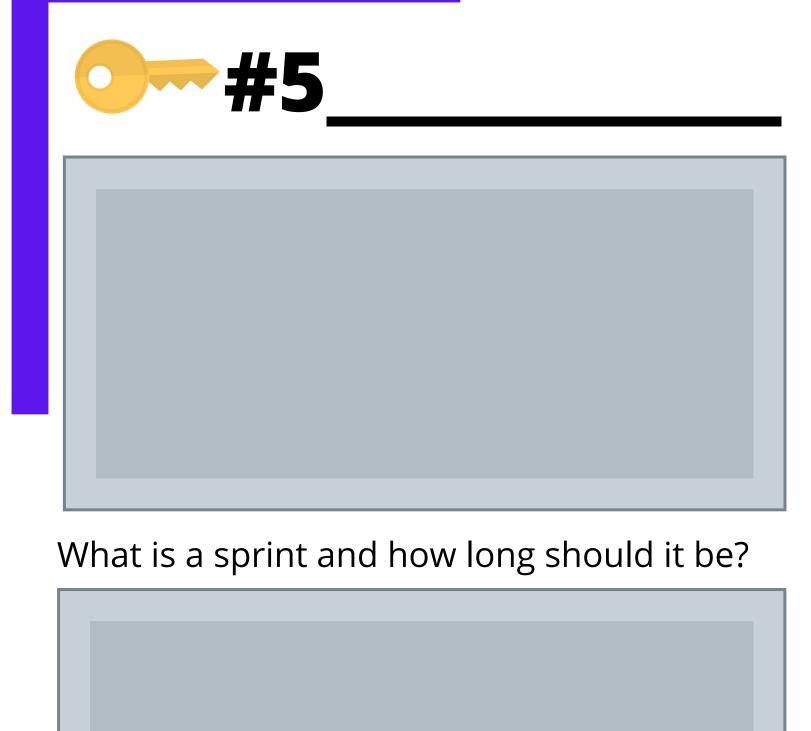


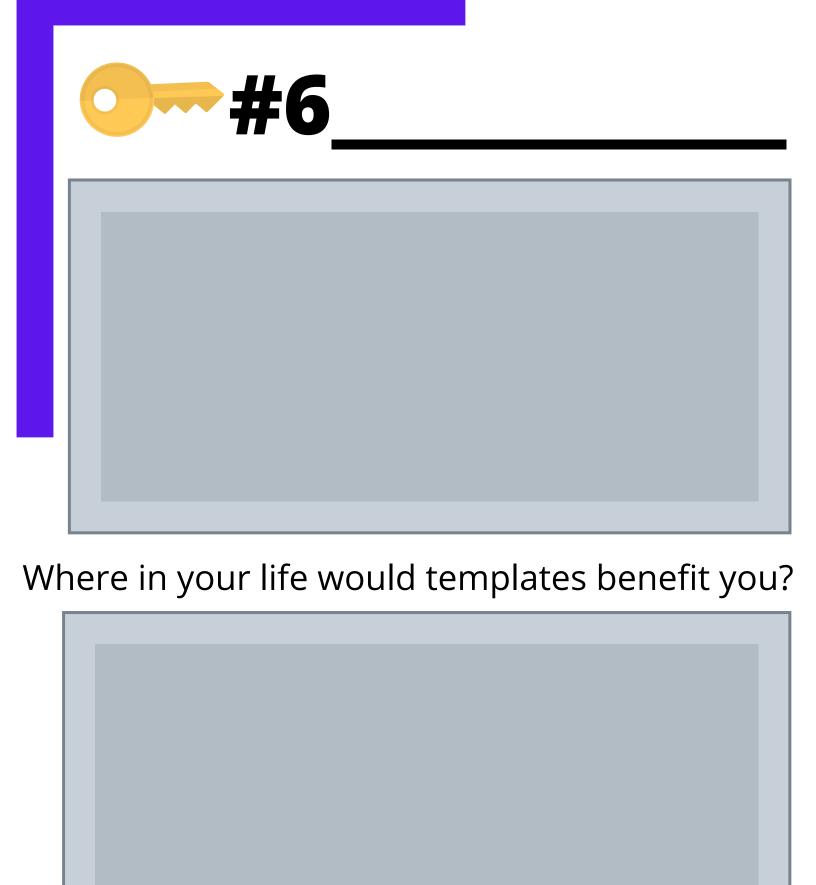
What is the first step of the process?



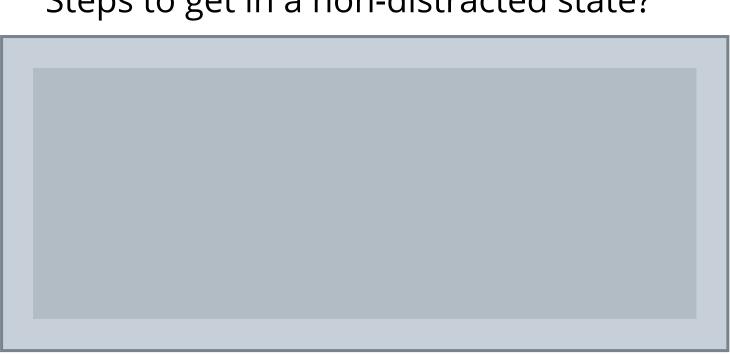












The ultimate productivity tools and system to stop overwhelm, gain control over your to-do list, and 10x your productivity in just four weeks!



Imagine in just four weeks you can:

- Have a clear picture of your priorities and what your most valuable tasks are.
- Get everything out of your head and into an easily manageable and customizable system.
- Create effective routines that help you structure your day and keep you on track.
- Be focused and in-flow during your work hours so you can achieve far more in less time than you did before.
- Have more time for loved ones, self-care, and doing the things you genuinely love.
- End each day with the feeling of accomplishment instead of overwhelm.



The Ultimate Productivity System Includes:

- Four weeks of powerful video lessons designed to walk you through everything you need to know and set up to 10x your productivity in as little as four weeks.
- Customizable spreadsheet planning templates for mapping out your to-do lists, weeks, days, schedule, systems, sprints, projects, and routines.
- Printable versions of the templates for anyone who prefers to use pen & paper vs. doing everything digitally.
- Interactive guides with fillable worksheets to help you take notes and review and apply everything you learn.

Visit:

TheRevolutionBlog.com/UltimateProductivity
To learn more.