

Productivity Roadblock Self-Assessment

Think about your typical day. What do you think are the most impactful roadblocks to your personal productivity?

Place a check-mark next to those affect you most frequently.

- I LET URGENT TASKS OVERSHADOW IMPORTANT ONES
- I DO NOT UNDERSTANDING THE 'WHY' TO MY TASK
- I DO NOT TRACKING YOUR PROGRESS OF MY TASKS
- I DO NOT DEFINE / BREAK DOWN SPECIFIC TASKS
- I OVERESTIMATE HOW MUCH YOU CAN GET DONE
- I DO NOT SCHEDULE REGULAR TIMES FOR A BREAK

Look at the roadblocks you have highlighted above and write down how you will overcome them in the future.

ROADBLOCK	SOLUTION

Eisenhower / Covey Matrix

	Urgent	Not Urgent
Important	<p style="text-align: center;"><u>Quadrant I</u></p> <ul style="list-style-type: none"> • Crisis • Pressing problems • Deadline driven projects <p style="text-align: right; color: red;">Do 1st - Now</p>	<p style="text-align: center;"><u>Quadrant II</u></p> <ul style="list-style-type: none"> • Relationship building • Finding new opportunities • Long-term planning • Preventive activities • Personal growth • Recreation <p style="text-align: right; color: red;">Do 2nd - Schedule</p>
Not Important	<p style="text-align: center;"><u>Quadrant III</u></p> <ul style="list-style-type: none"> • Interruptions • Emails, calls, meetings • Popular activities - Proximate, pressing matters <p style="text-align: right; color: red;">Do 3rd Delegate</p>	<p style="text-align: center;"><u>Quadrant IV</u></p> <ul style="list-style-type: none"> • Trivia, busy work • Time wasters • Some calls and emails • Pleasant activities <p style="text-align: right; color: red;">Don't Do</p>