



# What to Do When There's Too Much to Do Self-Assessment

by Laura Stack

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	Grand Total	98

123-150: Congratulations! Your personal productivity level is high. All you need to do is fine-tune a bit. Keep up your efforts to work your way toward a 90-minute savings each day.

## EXCERPT - The Productivity Workflow Formula Self-Assessment, by Laura Stack

112-122: You need a few tweaks here and there. You're on the right track! Strive to improve wherever you made less than a "5" on your assessment. Give yourself credit for what you do well and acknowledge where you can improve and save even more time.

88-111: Average. You're "middle of the road," which is a bit boring. You're not the worst, and you're not exceptional, either. Who wants to be average? Work on kicking up your efficiency a notch, so you can leave the office on time and produce stellar results!

67-87: Major overhaul required. You'll need to get serious about changing the way you spend time. You'll need to reduce drastically in several areas if you want to have a life and stop working so hard. Select one item on this list every two to three weeks and work on systematically improving your competence level.

30-66: Danger! You're working far too hard and long. Your productivity needs a jumpstart, stat! Both your health and your job depend upon it, so start working hard right now.

### ► Interpreting Your Results

#### WHAT TO DO WHEN THERE'S TOO MUCH TO DO SELF-ASSESSMENT

While your total score is certainly interesting, it's not as insightful as looking at the subtotals for each of the six steps of the PWF. You may see one or more areas that are lower than all the others. Focus on improving the area with your lowest score first for maximum impact.

To get you started on ideas for improvement, here is a summary of tips from each chapter.

#### Chapter One Tip Sheet: Determine What To Do

##### *How do you know what to work on?*

1. At the end of every workday, take a moment to ask yourself: Was I productive today, or did I just stay busy?

(Continued – several pages of Interpreting Your Results and Author's Closing Statement)