

# Productive Environment Scorecard™



Please evaluate the following statements on a scale from 1-10; 1=Strongly Disagree; 10=Strongly Agree  
Circle or highlight your response.

1. I am comfortable with the amount of time I spend on email.	1	2	3	4	5	6	7	8	9	10
2. I can find information in my computer in seconds.	1	2	3	4	5	6	7	8	9	10
3. I would be totally calm if I was notified of an audit.	1	2	3	4	5	6	7	8	9	10
4. I have plenty of space in my office.	1	2	3	4	5	6	7	8	9	10
5. I know what information I should keep, and how long I should keep it.	1	2	3	4	5	6	7	8	9	10
6. I have a systematic method for purging outdated papers.	1	2	3	4	5	6	7	8	9	10
7. I have a satisfactory system for managing my finances. [ie. budgeting, billing, banking, bookkeeping]	1	2	3	4	5	6	7	8	9	10
8. I am satisfied with the way I manage my time. [ie. calendar/planner]	1	2	3	4	5	6	7	8	9	10
9. I have a structured system for managing projects and work in progress.	1	2	3	4	5	6	7	8	9	10
10. I am not overwhelmed by what I need or want to do.	1	2	3	4	5	6	7	8	9	10
11. I can find contact information in seconds.	1	2	3	4	5	6	7	8	9	10
12. I can easily prioritize my work.	1	2	3	4	5	6	7	8	9	10
13. I am confident others can find what they need if I am not here.	1	2	3	4	5	6	7	8	9	10
14. My office reflects the quality of work I do.	1	2	3	4	5	6	7	8	9	10
15. My daily life reflects the quality of life I want.	1	2	3	4	5	6	7	8	9	10
<b>Add each column here; then add the numbers in this row to calculate your Productivity Score.</b>										
<b>PRODUCTIVITY SCORE:</b>										

*Complete this statement: The one thing that would make the biggest difference in my productivity is:	<p><b>If Your Score is:</b></p> <p><b>135-150</b> Congratulations! You are well organized!</p> <p><b>77-134</b> You are on the right track, but there is room for improvement!</p> <p><b>47-76</b> Disaster could be ahead if changes are not made soon!</p> <p><b>15-46</b> Get help immediately!</p>
Date: _____	<p>Please return this form to the Certified Productive Environment Specialist™ that shared it with you:            Laura Morgan, Sorted Out            laura@sortedout.com            817-470-6450</p>
Name: _____	
Phone: _____	
Email: _____	
Company: _____	