



Use the power of productivity to be free to succeed.

Getting Started: Where Are You on the Road to Peak Productivity?

By Leslie Shreve

When you think about goals like being happier or more successful, remember that simplifying your life and boosting your productivity represent major pieces of the puzzle.

If you're ready to find out how to get started on the road to peak productivity, your first step is to recognize where you are now.

You'll be able to blast through road blocks when you know what they are and how to deal with each of them, but it all starts with a clear picture of how you're currently managing your office and your work day.

I've made it easy and fun. All you need to do is answer the following questions, add up your score and see where you are on the road to peak productivity.

Here's to your productivity and success!

A handwritten signature in cursive script that reads "Leslie".



Values:

- 4 - Agree
- 3 - Sometimes or Somewhat Agree
- 2 - Not Really or Somewhat Disagree
- 1 - Disagree



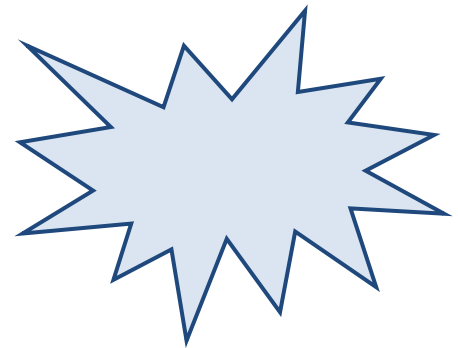
Instructions: Simply use the numerical values above to answer each of the following questions below. Then add up your scores and see where you stack up!

1. I am well organized in my office. There's a place for everything, and everything is in its place. _____
2. I have systems in place to support my job and daily activities. _____
3. In the morning, when I begin work, my desk is clear and ready for action! _____
4. It takes me 3 seconds or less to find or file anything in my office. _____
5. I can make decisions efficiently and effectively on incoming papers, e-mails and information, and I can quickly decide what to keep and what to let go. _____
6. I have more productive time than wasted time during my day. _____
7. I have a task list that is comprehensive and reliable. It holds everything I need to do, have to do, want to do and dream of doing, all in one place. _____
8. I regularly spend a portion of my day planning for the upcoming days, weeks or months. _____
9. I am clear on my priorities and regularly re-prioritize my tasks throughout the day. _____

- 10. I spend time on tasks and projects with long-term benefits. _____
- 11. I have set goals professionally. _____
- 12. My e-mail Inbox has less than 30 e-mails in it. _____
- 13. My computer folders and e-mail folders are organized. I can easily find electronic documents and messages. _____
- 14. My business cards are organized or they're in the computer. I don't have loose cards in random places throughout my office or desk. _____
- 15. I am not easily distracted. I can keep my focus and get things done. _____
- 16. I'm good at managing interruptions and I don't let others derail my day. I know how to protect my time. _____
- 17. I have a clear sense of time and how long it takes to do things or get to places I need to go. _____
- 18. I rarely procrastinate. I'm clear on how to tackle multi-step projects and I know how to get things done even though I don't love doing them. _____

Add the totals from each box to get your

Grand Total
→



Understanding Your Score

If your score was 60 or higher...

Woohoo! You're on the Road to Peak Productivity!

Congratulations! You're on your way!

You are someone who values being productive and you like to work with others who are too. People consider you to be reliable because you manage your time well and follow through consistently on your commitments. You're very efficient, but at times you suffer from being a bit of a perfectionist and this holds you up from getting some of your bigger projects started. You like to be organized and on top of your game and you've made a concerted effort to put systems in place to support you. You use these systems, although sometimes you feel like you could improve them and use them on a more consistent basis. But even if processes aren't working for you as well as you'd like, you still know that having a process is far better than winging it.

Action Step: If you're ready for *ultimate* organization and productivity, take advantage of my **[Productive Day Power Hour](#)**. With a few adjustments you'll see immediate improvements to your current systems and processes. Then you can enjoy more control and added progress while *cruising* on the road to peak productivity!

If your score was between 45 and 60...

You're pretty close - you're almost there!

Looks like you're on the road to peak productivity and you're making good progress, but now and then you may encounter some road blocks.

You are someone who enjoys helping others and makes time to do so. However, these daily interruptions mean you're often reacting to what's going on around you instead of staying focused on your work. Some days you feel like you're "in the zone," while other times you find yourself procrastinating or you don't have all the information you need at your fingertips to make decisions quickly and effectively. And while you're organized in a lot of different ways, the never-ending stream of e-mails and papers makes it too easy to get side-tracked, leaving you feeling frustrated and fed-up.

You *know* you can get past these road blocks if you could just streamline your systems for e-mail and tasks, get caught up on all the information around you, and fine-tune the way you use your time – if only you could *find* the time!

Action Step: Check out my [***Fast Track VIP Day***](#) to get personal coaching and consulting so you can maximize the things you're doing right and fill in the remaining gaps that are secretly sabotaging your daily productivity. Get the secrets to eliminating information build-up and make the best use of Microsoft Outlook: taming your tasks, getting your Inbox to 0 and more. Then nothing can stand in your way as you start *cruising* on the road to peak productivity.

If your score was less than 45...

Uh oh! Have you stalled?

You've left the garage, but it seems like you're not going very far, very fast. You're productivity is sputtering and your ability to reach your goals is in jeopardy of breaking down!

If you scored less than 45, you are likely someone who loses your day to lots of interruptions, distractions and lack of focus. Your work environment and possibly your co-workers (or higher-ups) may be playing a significant role in this scenario, but you don't feel like you have the right tools to take control. As a result, you may say "yes" too many times and, therefore, you're over-committed and under a lot of stress. You sometimes make progress, but it's inconsistent and all you want to do is get *moving* and get out from under the stacks of paper and the over-loaded Inbox. You find yourself faced with too many tasks, too much information, and too many decisions to make. And if that weren't enough, you feel you need better systems and processes in place to handle everything, but you're overwhelmed by the idea of figuring out where to start and knowing how to make this the *last* time you ever have to think about starting fresh.

Action Step: Check out the [***Productive Day Platinum Package***](#) (our most popular!) so you can change gears and start clearing out your physical, electronic and mental clutter. You'll finally get a new and reliable system for managing *all* of your many tasks, learn how to protect your time and get the secrets to reaching 0 in your Inbox. You'll be inspired, motivated and full of energy so you can rev up and be on your way to peak productivity in no time!