

Unit 1, Lesson 1:

# What is Productivity?

## EVALUATE YOUR TASKS

### HOW TO USE THIS WORKSHEET:

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This worksheet will help you evaluate the tasks that you perform each day.

The purpose of evaluating tasks:

- Figure out how much time you spend (or waste) on this task?
- Analyze the benefits of this task.
- Determine if it's a task you need to keep doing.

Once you have a better idea of the reasons and purpose for tasks that you perform on a daily basis, you'll have a better understanding of how you spend the majority of your time.

If you feel like you aren't getting enough accomplished, if you're stuck, or you're spinning your wheels and not going anywhere, a clear vision of your daily tasks may be the perfect way to spot problems.

By understanding how your time is spent, you will have a better idea of tasks or areas you can cut or streamline.

If you can't think of some real benefits for the task, it's probably a good indication that you need to stop doing it. Instead, use that time for something that moves you forward.

Use a fresh worksheet for each task that you analyze.

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# What is Productivity?

## EVALUATE YOUR TASKS

### USE THIS WORKSHEET TO EVALUATE YOUR DAILY TASKS

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What task are you evaluating? Write your answer below.

How much time do you spend on this task? Write your answer below.

What is the purpose of this task? Write your answer below.

What benefits does this task create? Write your top 4 answers below.

1

2

3

4

## **ADDITIONAL THOUGHTS:**

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Do you enjoy this task?

Who wants you do to this task? Yourself? Someone else?

Are you obligated to do this task?

Can you outsource this task?

Is this task important in some way?

***Additional thoughts/notes:***