


Productive Environment Scorecard™ for Individuals

Read the statements on the left and right side of the columns. Decide where you rate on a scale from 1 (low) to 10 (high) and score accordingly. Place your total score in the **"TOTAL"** box below:

1	I waste lots of time looking for papers I need.	1	2	3	4	5	6	7	8	9	10	I waste no time looking for papers I need.
2	I waste lots of time looking for information I know is on my computer.	1	2	3	4	5	6	7	8	9	10	I can find information on my computer in seconds.
3	I would be terrified if I were notified of an impending audit.	1	2	3	4	5	6	7	8	9	10	I would be totally calm if I were notified of an impending audit.
4	I do not have enough space in my office.	1	2	3	4	5	6	7	8	9	10	I have plenty of space in my office.
5	I do not have a good system for managing reading material.	1	2	3	4	5	6	7	8	9	10	I have a great system for managing reading material.
6	I do not have an effective method for purging outdated papers.	1	2	3	4	5	6	7	8	9	10	I have an effective method for purging outdated papers.
7	I find it very difficult to prioritize work and manage interruptions.	1	2	3	4	5	6	7	8	9	10	I am very effective in prioritizing work and managing interruptions.
8	I do not use a time planner (calendar, PDA, etc.) effectively.	1	2	3	4	5	6	7	8	9	10	I use a time planner (calendar, PDA, etc.) effectively.
9	I do not have a system for managing projects and work in progress.	1	2	3	4	5	6	7	8	9	10	I do have a system for managing projects and work in progress.
10	I am frequently overwhelmed by what I need or want to do.	1	2	3	4	5	6	7	8	9	10	I never feel overwhelmed by what I need or want to do.
11	I waste time looking for phone numbers and other contact info.	1	2	3	4	5	6	7	8	9	10	I am able to find contact info I need in seconds.
12	I feel unproductive working in my office.	1	2	3	4	5	6	7	8	9	10	I feel highly productive working in my office.
13	I am not confident others could find what they need in my absence.	1	2	3	4	5	6	7	8	9	10	I am confident others could find what they need in my absence.
14	My office does not reflect the quality of my work.	1	2	3	4	5	6	7	8	9	10	My office is a solid reflection of the quality of my work.
15	My daily life does not reflect the quality of life I desire.	1	2	3	4	5	6	7	8	9	10	My daily life reflects the quality of life I desire.
Total each column. Add the numbers in this row and place the total score in the box at right 												TOTAL <input style="width: 100px; height: 30px; border: 1px solid black;" type="text"/>

The one thing that would make the biggest difference in the quality of my life in regards to being organized is: _____.

If your score is 135-150, congratulations, you are well-organized! A score between 77 & 134 indicates you are on the right track, and, there is room for improvement. Scores ranging between 47 & 76 indicates some changes are in order, and a score below 46 suggests you can experience dramatic improvement in efficiency and productivity levels. Contact us for a complimentary consultation at 541-788-7001 or <mailto:tracy@simplicated.com>.

Your Name: _____ Company: _____

Phone: _____ Email: _____

