

PRODUCTIVITY REFLECTION

WORKBOOK

DISCOVER YOUR OWN MEANING OF PRODUCTIVITY, REFLECT ON YOUR HABITS, AND BEGIN BUILDING A MORE INTENTIONAL WAY TO WORK.

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WHAT IS PRODUCTIVITY?

PRODUCTIVITY IS NOT ABOUT DOING MORE — **IT'S ABOUT DOING WHAT MATTERS, WELL.**

IN THIS WORKBOOK, YOU'LL REFLECT ON YOUR CURRENT RELATIONSHIP WITH PRODUCTIVITY AND EXPLORE WHAT IT REALLY MEANS FOR YOU IN THE CONTEXT OF YOUR ROLE, YOUR GOALS, AND YOUR TRANSFERABLE SKILLS.

SECTION 1: *DEFINE PRODUCTIVITY – YOUR WAY*

WHAT WORDS DO YOU PERSONALLY ASSOCIATE WITH PRODUCTIVITY?
(CIRCLE OR HIGHLIGHT THOSE THAT RESONATE)

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> EFFICIENCY | <input type="checkbox"/> FLOW |
| <input type="checkbox"/> PURPOSE | <input type="checkbox"/> VALUE |
| <input type="checkbox"/> GOALS | <input type="checkbox"/> RESULTS |
| <input type="checkbox"/> FOCUS | <input type="checkbox"/> CHECKLISTS |
| <input type="checkbox"/> CREATIVITY | <input type="checkbox"/> BUSYNESS |
| <input type="checkbox"/> DISCIPLINE | <input type="checkbox"/> OUTPUT |
| <input type="checkbox"/> MEETINGS | <input type="checkbox"/> IMPACT |



REFLECT

WHICH WORDS DO NOT BELONG
IN YOUR DEFINITION? WHY?

WHICH WORDS SHOULD BE
CENTRAL TO YOUR DEFINITION?



MY PERSONAL DEFINITION OF PRODUCTIVITY IS:

SECTION 2: THE PRODUCTIVITY MINDSET CHECK-IN

RATE YOURSELF FROM 1-5 (1 = RARELY TRUE, 5 = ALWAYS TRUE):

STATEMENT

① ② ③ ④ ⑤

I FOCUS MORE ON OUTCOMES THAN TASKS.

☐ ☐ ☐ ☐ ☐

I UNDERSTAND WHAT "PRODUCTIVE"
MEANS FOR MY ROLE.

☐ ☐ ☐ ☐ ☐

I ALIGN MY DAILY WORK WITH
BIGGER GOALS OR VALUES.

☐ ☐ ☐ ☐ ☐

I CAN TELL THE DIFFERENCE BETWEEN
BEING BUSY AND BEING PRODUCTIVE.

☐ ☐ ☐ ☐ ☐

I REGULARLY REVIEW AND REFINE
HOW I SPEND MY TIME.

☐ ☐ ☐ ☐ ☐

REFLECT

ANY PATTERNS YOU NOTICE?

SECTION 3: REFLECTION PROMPTS

WHEN DO I FEEL MOST PRODUCTIVE? WHY?

WHAT ACTIVITIES CONSUME TIME BUT ADD LITTLE VALUE?

WHAT GETS IN THE WAY OF MY PRODUCTIVITY RIGHT NOW?

WHICH TRANSFERABLE SKILL WOULD BOOST MY PRODUCTIVITY MOST (E.G. PRIORITIZATION, COMMUNICATION, FOCUS)?

SECTION 4:

PRODUCTIVE ENRGY ZONES

FILL IN THE TABLE BELOW WITH YOUR USUAL ENERGY AND IDEAL TASK TYPES:

TIME OF DAY	ENERGY LEVEL (LOW/MED/HIGH)			TYPE OF WORK BEST SUITED
	(L)	(M)	(H)	
MORNING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div></div>
MIDDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div></div>
AFTERNOON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div></div>
EVENING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div></div>
NIGHT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<div></div>

 TIP: MATCH YOUR MOST IMPORTANT OR DEEP-FOCUS WORK TO YOUR HIGHEST ENERGY ZONE. THIS ALONE CAN 2X YOUR PRODUCTIVITY.

SECTION 5:

TRY THESE MICRO HABITS

CHOOSE 3 HABITS TO TRY THIS WEEK:

- ☐ REVISIT MY TASK LIST AND DELETE OR DELEGATE ONE THING
- ☐ START EACH DAY BY NAMING “THE ONE THING THAT MATTERS”
- ☐ USE POMODORO: 25-MIN FOCUS, 5-MIN BREAK
- ☐ BLOCK TIME FOR DEEP WORK IN MY CALENDAR
- ☐ TURN OFF NOTIFICATIONS FOR 1 HOUR DAILY
- ☐ SCHEDULE A 15-MIN WEEKLY REVIEW SESSION

REFLECT

WHICH ONE WILL YOU TRY FIRST AND WHY?

SECTION 6: MY PERSONAL PRODUCTIVITY MANIFESTO

USE THIS SPACE TO WRITE YOUR PERSONAL COMMITMENT TO A HEALTHIER, MORE EFFECTIVE VERSION OF PRODUCTIVITY:



I COMMIT TO:

WANT MORE?

- USE THIS WORKSHEET AGAIN IN 30 DAYS TO TRACK YOUR PROGRESS.
- TALK WITH YOUR TEAM, PARTNER OR MANAGER ABOUT WHAT PRODUCTIVITY MEANS IN YOUR COLLECTIVE CONTEXT