



## Busy or Productive?

Are you productive at work, or are you simply very busy? For each of the statements below, tick those that broadly describe yourself at work.

1. I am always rushing about
2. I have long 'to do' lists
3. I am focused
4. I hit deadlines by 'the skin of my teeth'
5. I concentrate on one task at a time
6. I tend to leap from one task to another frequently throughout the day
7. I have clearly prioritised tasks according to their overall importance
8. I am sometimes 'short' with my colleagues
9. I only hold/attend only those meetings that are essential, and give them my full attention
10. I know why I am doing each task
11. I never seem to take a proper lunch break
12. I often help my colleagues out and vice versa
13. I am not well planned or organised
14. I attend a lot of meetings and am often late or unprepared for them
15. I spread effort throughout the month, rather than having a 'spurt' at the end
16. My manager knows I am busy – but I find it difficult to say what with
17. I negotiate the acceptance of new tasks to fit around existing priorities
18. I seem to work on the same things for a long time
19. I am assertive with 'time stealers'
20. I almost always hit deadlines
21. I have limited errors or rework
22. I often accept new tasks or requests without questioning or negotiating
23. I work late occasionally, when it is necessary to do so
24. I often work late
25. I sometimes let others down
26. I manage others' expectations about what I can achieve
27. I deal with emails in chunks, and do not automatically respond to them as soon as they arrive
28. Much of my day is spent responding to emails (or similar) out of courtesy
29. I am easily distracted by office gossip or on-line networking
30. If I need to concentrate I remove all distractions



## Keystone Development

Circle each statement you ticked, in the following columns, and then add up the total number.

Column A	Column B
1	3
2	5
4	7
6	9
8	10
11	12
13	15
14	17
16	19
18	20
22	21
24	23
25	26
28	27
29	30
<b>TOTAL</b>	<b>TOTAL</b>

Column A relates to how BUSY you are, whilst column B relates to how PRODUCTIVE you are.

If your score for column A is higher than that for column B, you should consider how you can become more focused on doing the right things.