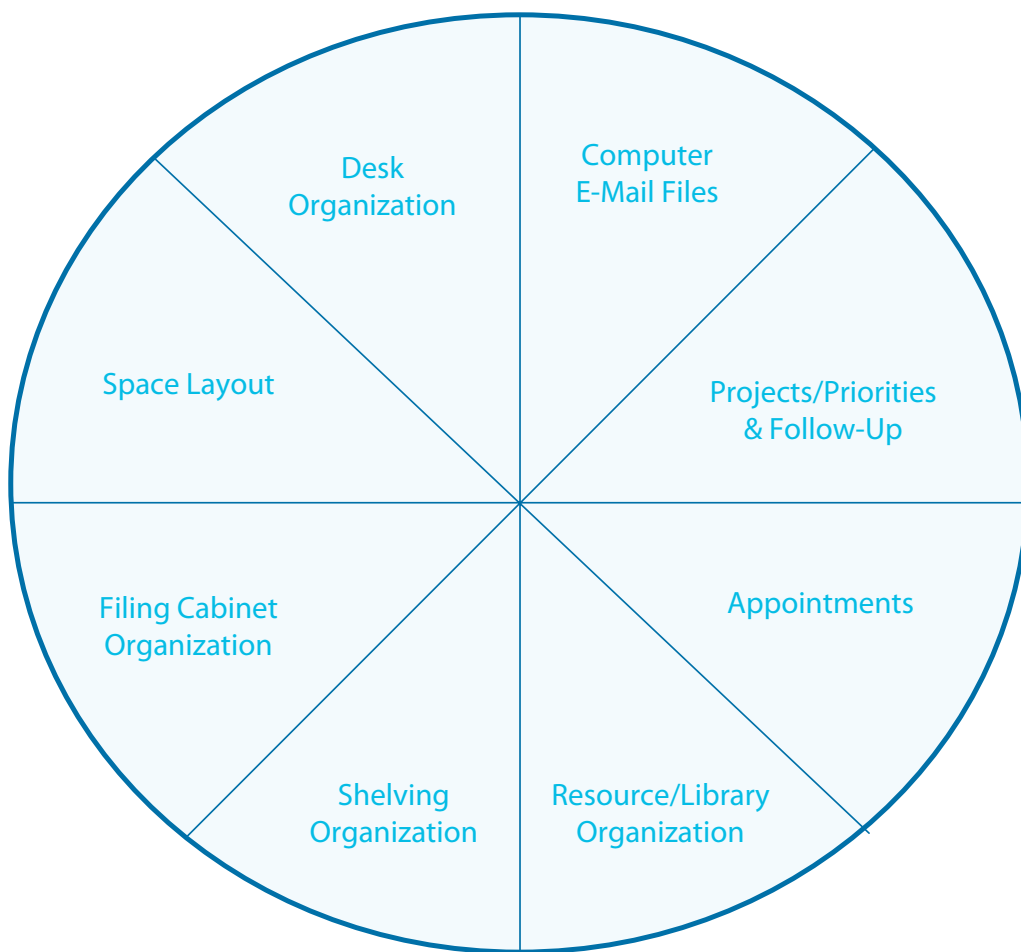


SIMPLY PRODUCTIVE OFFICES

How do you know what to focus your time on? Use the “Wheel of Productivity” snapshot to give you an instant look at where you are in producing results and how effective your efforts are. Using the center of the wheel as “0” (not productive), and the outer edge as “10” (ideal productivity), rank your level of satisfaction with each area of productivity & effectiveness. For example: If you rank your level of satisfaction to “find anything you file 5 seconds or less” as a “4”, then in that section of the wheel, draw a new curved line just less than halfway up to represent a “4”. When you are finished with each section, you’ll have created a new edge to your “wheel”. Imagine now, how bumpy would the ride be if this were a real wheel?



The next step is to call for your FREE 30 minute phone assessment at 604-233-7076 or email us at info@simplyproductive.com. We look forward to hearing from you and helping you get a jumpstart on your organizing challenge.

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