Exercise

# Introduction to Essential Productivity Training

TASK:

Ask yourself this series of questions about your personal productivity.

You’ll find a worked example in the solution file.

QUESTION 1:

What productivity apps do you currently use for personal productivity? E.g. To-do lists etc.

QUESTION 2:

What team tools do you use in your work week? E.g. Team communication, emails. etc.

QUESTION 3:

Do you use any physical forms of productivity tools? E.g. Notebooks, planners etc.

QUESTION 4:

Do you have issues with your to-do list? E.g. What is it missing?

QUESTION 5:

Do you have issues with your calendar application? E.g. What is it missing?

QUESTION 6:

Do you have issues with your note-taking application? E.g. What is it missing?

*The worked examples will give you a way to benchmark your current progress.*