

Personal Productivity Audit

This audit helps individuals assess how effectively they use their time, energy, and focus. It identifies productivity strengths, common blockers, and areas for improvement, providing a foundation for better daily habits and work performance.

1. Purpose of This Tool

- ☐ Assess current work habits and time management effectiveness.
- ☐ Identify activities that add value versus those that waste time.
- ☐ Highlight distractions, inefficiencies, and bottlenecks.
- ☐ Build awareness of productivity patterns across a typical week.
- ☐ Create a baseline for future improvement.

Tip: Productivity is not about doing more tasks - it's about doing more of what matters.

2. Daily Time Usage Overview

Time Period	Typical Activities	Productive (Yes / No)	Notes / Observations
Early Morning			
Late Morning			
Afternoon			
Evening			

- ☐ Record how you typically spend your day across different time blocks.
- ☐ Be honest and realistic - awareness precedes change.

Tip: Identify when you have the most energy and focus, then schedule high-value tasks in that window.

Notes

3. Task Type Breakdown

Activity Category	Percentage of Time Spent	Value to Goals (High / Medium / Low)	Improvement Idea
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Strategic Work

Routine / Admin

Meetings

Collaboration

Distractions

☐ Estimate how much time goes to each category.

☐ Identify which tasks could be reduced, automated, or delegated.

Tip: Productivity improves by saying “no” to the low-value, not by squeezing in more work.

4. Productivity Habits Check

Rate yourself from 1 (Never) to 5 (Always):

Habit / Behaviour	Rating (1–5)
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I plan my day before starting work.

I focus on one task at a time.

I start the day with my most important task.

I minimise distractions and interruptions.

I delegate tasks effectively.

I take short breaks to maintain focus.

I review my progress at the end of the day.

☐ Add up your total score to gauge consistency in productive habits.

Tip: Scores below 20 suggest opportunities to strengthen daily routines.

5. Common Time Wasters

Time Waster	Frequency (Low / Medium / High)	Impact	Action to Reduce or Eliminate
Checking emails too often			
Unplanned meetings			
Multitasking			
Social media or phone use			
Overthinking minor decisions			

☐ Identify two to three high-impact actions you can take immediately to reclaim time.

Tip: Every small improvement compounds into hours of saved time each week.

6. Energy and Focus Patterns

Time of Day **Energy Level (1–5)** **Focus Level (1–5)** **Ideal Task Type**

Morning

Midday

Afternoon

Evening

☐ Align your schedule with natural energy peaks.

☐ Use low-energy times for simple or routine tasks.

Tip: Productivity is more about managing energy than managing time.

7. Weekly Reflection

Question

Notes

What were my three most productive moments this week?

What habits helped me perform well?

What distractions or interruptions reduced my output?

What can I improve next week?

☐ Review weekly to build consistency and momentum.

Tip: Reflection keeps you accountable and focused on continual improvement.

8. Productivity Scorecard

Category

Rating (1–5) Comment

Time Management

Task Prioritisation

Focus and Attention

Energy Management

Organisation

Self-Discipline

☐ Total Score: / 30

☐ Use this as a benchmark to track your progress every quarter.

Tip: Improvement of even one point per category can create significant gains over time.

Notes

9. Action Plan

Focus Area Improvement Action Start Date Review Date Progress

- ☐ Select one or two improvement areas to focus on for the next 30 days.
- ☐ Review your progress weekly and adjust as needed.

Tip: Sustainable productivity comes from consistent, small improvements — not radical overhauls.

10. Reflection Questions

- ☐ Which tasks or habits deliver the greatest results for my effort?
- ☐ Where do I lose the most time or energy?
- ☐ What routines help me maintain focus and consistency?
- ☐ How can I better balance productivity with wellbeing?

Tip: Regular self-awareness and reflection are key to mastering personal productivity.

How to Use This Audit

Complete this audit every three to six months to identify progress and new improvement opportunities. Use it alongside the Daily Focus Planner or Time-Blocking Planner to turn insights into action. Over time, this audit becomes your personal guide to working smarter, not harder.

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