

# Work Smarter

*Do More*

## Your Personal Scorecard

		Your Score					
		Opportunity		Strength			
1	<b>Control Your Chaos</b>	✓ <b>Conquer Information Overload</b> Process email and other tasks using the <i>Touch it Once</i> principle; Batch these tasks and focus on staying current	1	2	3	4	5
		✓ <b>Streamline Your Task Tracking System</b> Establish one central task tracking system that captures <i>all</i> of your tasks, leaving nothing to slip through	1	2	3	4	5
		✓ <b>Get Organized</b> Organize your physical and electronic information so information is readily available when you need it	1	2	3	4	5
2	<b>Plan Your Priorities</b>	✓ <b>Manage Multiple Priorities</b> Clearly define your top priorities and block time with a routine aligned to those priorities	1	2	3	4	5
		✓ <b>Set Realistic Plans</b> Plan each day based on your priorities, tackling both short and long-term goals	1	2	3	4	5
		✓ <b>Tighten Your Backlog</b> Concentrate your work, prompt tight deadlines, manage expectations and address the root causes of procrastination	1	2	3	4	5
3	<b>Own Your Time</b>	✓ <b>Focus in the Midst of Non-Stop Interruptions</b> Resist the temptation to multi-task and adopt a streamlined focus approach by managing interruptions	1	2	3	4	5
		✓ <b>Leverage Your Team</b> Use your time most effectively by building and leveraging a strong team focused on bigger goals	1	2	3	4	5
		✓ <b>Stamp Out Burn-Out</b> Pace yourself for better results on the job; Build in regular breaks, exercise, sleep, healthy nutrition and rest	1	2	3	4	5



CLEAR CONCEPT