

PRODUCTIVITY STYLE ASSESSMENT®

Harness the productive power of your brain! Instead of fighting against your natural thinking, learning and communicating preferences, let's work with them. Complete the following quiz to identify your preferred Productivity Style. This is not a scientifically standardized test, but simply a self-awareness tool.

Please read each statement below and rate the statements using the following scale:

- | | | | | |
|----------|----------|-----------|------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| Never | Rarely | Sometimes | Very Often | Always |

	1 Never	2 Rarely	3 Sometimes	4 Very Often	5 Always
1. I use a prioritized list to complete my work.					
2. I complete work quickly.					
3. I am often late.					
4. I have trouble telling my colleagues no.					
5. I plan for the next day.					
6. Daydreaming has allowed me to gain insights and solutions for many of my important problems.					
7. In project meetings, I synthesize disparate ideas into a cohesive whole.					
8. I use step-by-step project plans.					
9. I prefer to work on a team or with another person to get my work done.					
10. I use a deadline as a time frame for completion.					


	1 Never	2 Rarely	3 Sometimes	4 Very Often	5 Always
11. I complete my best work under pressure.					
12. I block time on my calendar to complete my work.					
13. I analyze each project before I start it.					
14. I use established routines and systems to complete tasks.					
15. When I plan a project, I think first about who needs to be involved.					
16. I designate specific time periods for certain tasks.					
17. When I plan a project, I think first about how the project supports the strategic vision.					
18. I eliminate physical clutter in my office.					
19. When I brainstorm, I list my ideas.					
20. It is hard for me to take time to play when there is still work to do.					
21. When I brainstorm, I sketch or draw my ideas.					
22. I accurately complete significant amounts of work.					


	1 Never	2 Rarely	3 Sometimes	4 Very Often	5 Always
23. When I brainstorm, I talk to others about my ideas.					
24. I tend to underestimate how long it takes to complete tasks and projects.					
25. When I plan a project, I think first about what is the outcome or desired result.					
26. I am selective about the tools – pens, paper, folders, etc. – that I use.					
27. I complete project tasks in sequential order.					
28. When I plan a project, I think first about what is the project goal.					


Productivity Style Assessment Scoring

Add your scores for the items listed in each column.

1 = _____	5 = _____	4 = _____	2 = _____
13 = _____	8 = _____	9 = _____	3 = _____
16 = _____	10 = _____	12 = _____	6 = _____
19 = _____	14 = _____	15 = _____	7 = _____
20 = _____	18 = _____	23 = _____	11 = _____
22 = _____	25 = _____	24 = _____	17 = _____
28 = _____	27 = _____	26 = _____	21 = _____
TOTAL: _____	TOTAL: _____	TOTAL: _____	TOTAL: _____
Write this number in the Prioritizer quadrant.	Write this number in the Planner quadrant.	Write this number in the Arranger quadrant.	Write this number in the Visualizer quadrant.

PRIORITIZER 

VISUALIZER 

PLANNER 

ARRANGER 

In which quadrant was your highest score?

That's your Primary Productivity Style.