



Efficiency Quiz

This quiz will assist you to assess your current level of personal efficiency.

Please tick either Yes or No for the following:

1. Is your office or workspace full of paperwork and clutter? Yes No
2. Can you find what you need when you need it? Yes No
3. Are you comfortable and happy in your work environment? Yes No
4. Does your current paper and information management system work? Yes No
5. Does your current system keep you focused on what's most important and remind you of follow-ups? Yes No
6. Are you always running late for appointments and meetings? Yes No
7. While in the middle of an important project, do you find it hard to say NO when others interrupt you to ask for help? Yes No
8. Is Email taking over your work life? Yes No
9. Do you achieve your work goals? Yes No

If you answered **YES** to 7 out of 9 of these questions, you are doing just fine, even if your environment doesn't look organised to others.

If you answered **NO** to 3 or more of these questions, ask yourself:

- What would I **GAIN** if I organised my time and my space around what's most important to **ME**?
- What opportunities do I miss out on or turn away because of a cluttered schedule, cluttered environment, or a cluttered mind?