



## 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?