**Personal Productivity**

**Directions:** The purpose of this worksheet is to reflect on your own personal productivity and to come up with a plan to be more productive.

1. Rate your personal productivity from 1 (not productive) to 5 (very productive). *(Circle one.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

1. Why did you give yourself this rating?
2. What are 2 strategies that you can try to become more productive at work?
3. What are 2 strategies that you can try to become more productive at home?