



## Shift to Riches **PRODUCTIVITY PROFILE**

The #1 reason clients give me for not getting their work done, engaging with their teams, or accomplishing their goals is **LACK OF TIME**.

But, we all have the same 24-hours in a day, so the question is: why and how do some people achieve, even exceed their goals, while the majority of people struggle each day to get out of our own way, and out of the excuse that there isn't enough time?

Your team, business, and personal success depends on you figuring it out.

Below is our proprietary **PRODUCTIVITY PROFILE** used with our clients to provide insight and awareness to how one is planning and utilizing your focus, energy, and **TIME**, and indicates 'red flags' of distraction, procrastination, or poor planning impacting your **SUCCESS**.

### **Your PRODUCTIVITY PROFILE:**

Use this profile to restructure how you go about planning your day, organizing your workload, delegating and coaching your team, and more.

Answer the following questions in as much detail as you can. Use the information to set your goals, create your time-block schedule, plan and prioritize your action plan, make decisions, strategize new ideas, and to overcome any distractions you may encounter.

**NOTE:** if you want to maximize your team's success: share this profile to your team members to complete, then discuss them as a team so you and others know how best to maximize ones productivity.

Once complete, feel free to schedule a free coaching call to discuss with me to solidify your plans with tips and strategies.

[Coachmebernadette.com/discoverycall](https://Coachmebernadette.com/discoverycall)



## Shift to Riches PRODUCTIVITY PROFILE

Name: \_\_\_\_\_

Date: \_\_\_\_\_

OVERALL: What time or blocks of time are you the **most productive** for Admin / Tactical tasks – email, spreadsheets, project planning, etc.

Email:

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Phone Calls: \_

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Research:

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Planning:

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Social Media: \_

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Filing / Organizing: \_

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Bookkeeping / Budgeting: \_

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Other (please list): \_

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## Shift to Riches **PRODUCTIVITY PROFILE**

1. How many **hours of the week** do you for your business?

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2. How many **hours per day** of that week do you have?

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3. What time blocks are you best for **selling activities**: calls, emails, prospecting:

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4. What days and times do you plan your **monthly, weekly and daily goals**:

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5. What time blocks are you the **most creative**:

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6. When are you the **most engaging and energized** – online or in-person:

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7. When do you become **drained** of energy:

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8. What times are **best for breaks/exercise**:

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## Shift to Riches PRODUCTIVITY PROFILE

9. When are the **best times for eating breaks**:

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10. What factors, people or situations **sabotage your focus, energy or productivity**?

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11. What habits, routines, disciplines or tools **work best for you to avoid distractions**?

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12. What do you need in order to be **focused and energized**, i.e. quiet place, a team/mentor, music playing, tools, etc.?

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13. What **CHANGES** will you make to your planning and execution based on the above to ensure you are maximizing your time and results?

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14. What **COMPROMISES** and **SACRIFICES** will you make in order to gain the focus, clarity, confidence, energy, determination and **RESULTS** you want?

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15. What **3 changes** does your team need from you to engage, connect, and help them massively produce as well?

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16. What **3 Actions** will you take based on the above information!!

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## NOTES: