JENNIFER A. GARRETT'S

7 Habits to Increase Your Productivity Scorecard

Increasing your focus, energy and efficiency by over 30% each week is pretty easy. Jen has proven this with her clients and the teams she has worked with throughout her career. Below are seven areas that Jen insists you must excel at in order to move the ball effectively and get across the goal line. Mastery in these seven habits will let you lead a life of happiness and fulfillment that you deserve. Each week, rate yourself honestly, tally the total, and see how well you're doing.

Categories	Your Rating Yes, very much = 10; No, not really = 1.
OWN YOUR GAME Are you taking ownership over your life each day? Are you holding yourself accountable for the progress you make or the lack of results each day? Do you continually strive to be better than you were the day before?	1 2 3 4 5 6 7 8 9 10
AN EXTRA HOUR OF SLEEP How consistently are you sleeping 7-8 hours per night? The key word to remember here is "consistently." If you never get that much sleep, then circle the "1" on the scale next to this section. If you almost always sleep eight hours per night, that's awesome. Rate yourself as a 10 and keep up the great work. If you are not quite consistently getting eight hours, figure out what adjustments you are going to make as sleep is so important!	1 2 3 4 5 6 7 8 9 10
THE MORNING POWER HOUR Do you open up and activate your physical body with stretching or a workout every morning? Do you also begin your morning strategically planning out your day or in are you operating in reactive-mode responding to your emails, messages, and demands of other people? How much of your power hour is spent on playing on the offensive?	1 2 3 4 5 6 7 8 9 10
LOWER YOUR STANDARD OF GRATITUDE Do you consistently write a gratitude journal or think about the things that you are thankful for in your life? Do you smell the roses and take in all the beauty each day has to offer? Do you truly appreciate how each day is a gift? Do you take it a step further and express appreciation for the everyday, super simple things in life?	1 2 3 4 5 6 7 8 9 10
USE BLOCK TIME EFFECTIVELY The concept of "block time" is a time-management approach that requires blocking out significant amounts of time to advance or complete a specific project or set of tasks in your life. It requires you to get clear on a major goal and schedule real time to make forward progress on that goal. Are you scheduling uninterrupted blocks of time to actually work each day? Or are you in reaction mode all day?	1 2 3 4 5 6 7 8 9 10
TAKE THE TIMEOUTS Do you take at least one standing break each hour when you are working or during times you are sitting? Do you move and stretch during that time? How could you take more timeouts and how will you remind yourself to take them?	1 2 3 4 5 6 7 8 9 10
USE THE POWER OF "NO" Do you refrain from saying "yes" to every task that someone asks you to do? Are you consistently saying "no" to those activities and tasks that don't align with your priorities or are not important to what you need to accomplish today? If you aren't using the word "no" strategically, make today the day that you start. This is your game. Own it by intentionally saying "no" to the things that won't help you move the ball forward.	1 2 3 4 5 6 7 8 9 10
	TOTAL SCORE: ____ Add the numbers to get a total score.

Results: If you add up your ratings and you didn't score at least a 55, then it's very likely you are feeling too stressed, distracted, or exhausted each week. This means it's time for you to get serious about setting up more discipline and focus in your life so that you can experience joy, fulfillment, and satisfaction. Spend some time looking at the areas where you didn't score at least an eight and ask yourself, "What can I do so that I can dominate my day by inserting a few more of these practices into my routine?"

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