

Questionnaire

12 questions to start boosting your productivity

This list with questions is going to help you boost your productivity. Answer them to the best of your ability and really implement the outcome to utilize your time and to work smarter.

1. What apps do you currently use?

Do they help you being more productive?

What kind of apps would you like to use?

2. Are you batching tasks?

Which repeated tasks could you batch?

3. Which routine do you have in place?

Are they working for you?

What other routines would you like to add?

4. Are you multitasking?

Does it really save you time?

Track the time when you multitask vs when you singletask

5. Have you tried time-blocking?

Would you like to try it?

Which part of the day is most disorganized?

That's where you can start setting time blocks.

6. Which things are distracting you when you want to work?

Could you turn off your phone?

And can your family still reach you in case they need you?

Maybe you can give each of them their own ringtone.

7. When do you plan your day or week?

Does this work for you?

Where could you make improvements?

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8. At what time during the day do you feel most productive?
Can you take advantage of that period?

9. Have you implemented a meal plan?
Could it help you not needing to think what's for dinner each night?
Or wouldn't it work for your family and your obligations?

10. Do you get enough sleep?
Are you well rested when you wake up in the morning?
What could you do to get more sleep?
Look at your evening routine

11. In what kind of ambiance do you work best?
How can you create those optimal surroundings?

12. Who can you ask to hold you accountable to do what you want or need to do?
And how are you going to follow up?

My conclusion:

This is what I need to work on or do to boost my productivity:

If you want more info on **boosting your productivity**, check out this blog post:
<https://tailoringthegoodlife.com/what-you-can-do-to-boost-your-productivity/>

Greetings,
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