

The Productive Environment Scorecard™

The statements in each row reflect both ends of a continuum. For each pair of statements, rate yourself along that continuum. For example, in row 1, if you NEVER waste time looking for papers you need, then give yourself a 9. In row 2, if you waste sometime looking for electronic information you need, then give yourself a number based on how much time you think is wasted.

		1	2	3	4	5	6	7	8	9		My Score
1	I waste lots of time looking for papers I need.										I waste no time looking for papers I need	
2	I waste lots of time looking for electronic information I need.										I waste no time looking for electronic information I need.	
3	I would be terrified if I were notified of an impending audit.										I would be totally calm if I were notified of an impending audit.	
4	I do not have enough space in my office/lab.										I have plenty of space in my office/lab.	
5	I do not have a good system for managing articles/resources.										I do have a good system for managing articles/resources.	
6	I do not have a systematic method for purging outdated materials.										I do have a systematic method for purging outdated materials.	
7	I have not identified what information (email, paper and electronic files) I should keep for historical purposes.										I have identified what information (email, paper and electronic files) I should keep for historical purposes.	
8	I do not use my planner (PDA, calendar, etc.) effectively.										I do use my planner (PDA, calendar, etc.) effectively.	
9	I do not have a system for managing work in progress.										I do have a system for managing work in progress.	
10	I am nearly always late in completing my projects.										I am never late in completing my projects.	
11	I do not operate my office/lab/ classroom efficiently.										I operate my office/lab/ classroom efficiently.	
12	I feel frantic most of the time.										I am peacefully productive.	
13	My office/classroom/lab does not reflect the high quality of service I strive to provide.										My office/classroom/lab totally reflects the high quality of service I strive to provide.	
											MY TOTAL SCORE	

Adapted from Meggin McIntosh, Ph.D., The Productivity Professor™ www.meggin.com