

Is your office clutter keeping you away from the work you want to do?

Instructions: Check the box if the statement is true. Add up the number of boxes checked. Work with a coach to increase your score..

- 1. My emails in my inbox are current and up to date.
- 2. I can find things when I need them - quickly and easily.
- 3. My files, papers and receipts are filed away.
- 4. I am never late for meetings or appointments because I am looking for something.
- 5. People feel comfortable in my office. (no messy desk, paperwork astray)
- 6. My file drawers have only the papers I need and use.
- 7. My work environment is productive and inspiring.
- 8. I have the proper tools, systems and equipment to do my job well.
- 9. I am never later delivering on projects and assignments.
- 10. Everything in my office is current and up to date.
- 11. I am working no more than 10 hours a day.
- 12. I don't rush or use adrenaline to get the job done.
- 13. My have positive relationships with my boss, co-workers and direct reports.
- 14. I'm not doing tasks I don't like or not very good at.
- 15. I'm not working harder than I need to be.

_____ Total Score