



## PRODUCTIVITY MODULE 2B

### QUESTIONNAIRE

Drawing from the results of Modules 1 and 2, identify the 20% of the items in List A, B and C that would give you 80% of your results (Pareto Principle), and put a plan in place on how to implement them.

- Increase Productive Activities: Learn how to distinguish between activity [A] (busy work) and productivity [B] (something that accomplishes a goal) and how to direct your actions towards productivity [C]. Make a "To Do" list, categorize your activities under A, B and C priorities and concentrate energies, first on the A list, then B, then C.

List A

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8

List B

1.

2.

3.

4.

5.

6.

7.

8.

List C

1.

2.

3.

4.

5.

6.

7.

8.

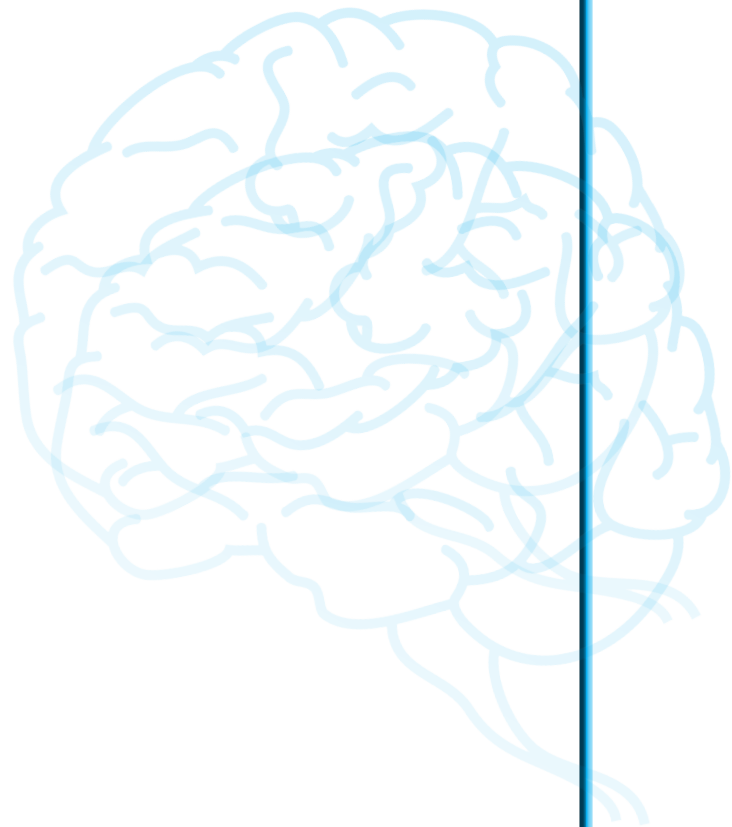
Plan to Implement

What are the daily three tasks I must accomplish to achieve my three year goal.

- 1.
- 2.
- 3.

Plan to Implement

List A



List B

