Solution

# Introduction to Essential Productivity Training

SOLUTION: Worked Example

This worked example will give you an indication of how you could have benchmarked your productivity.

QUESTION 1:

What productivity apps do you currently use for personal productivity? E.g. To-do lists etc.

* Daily to-do list: Apple Reminders
* Daily note-taker: Physical Planner
* Daily calendar app: No Calendar App

QUESTION 2:

What team tools do you use in your work week? E.g. Team communication, emails. etc.

* Asana used daily to manage projects
* Office 365 to handle emails

QUESTION 3:

Do you use any physical forms of productivity tools? E.g. Notebooks, planners etc.

* For note-taking, using a planner to jot notes
* At work, a reporter’s notebook to store to-dos etc.

QUESTION 4:

Do you have issues with your to-do list? E.g. What is it missing?

* Apple Reminders isn’t available on my Work PC (windows)
* Reminders lack the design that makes me want to use it

QUESTION 5:

Do you have issues with your calendar application? E.g. What is it missing?

* I have no Calendar application
* Any events I have get crammed into my planner

QUESTION 6:

Do you have issues with your note-taking application? E.g. What is it missing?

* I don’t have one.
* The problem with notes is finding them in my planner