

# Productivity Checklist

Check the boxes that correspond with the times of day that you are most and least productive.

*Most Productive*      *Productive*      *Least Productive*

	<i>Most Productive</i>	<i>Productive</i>	<i>Least Productive</i>
When you wake up first thing in the morning			
Right after you shower & get dressed			
Before eating breakfast			
After eating breakfast			
When you arrive at school or work			
After you've worked or studied for a few hours			
Before eating lunch			
After eating lunch			
After having coffee, tea, soda			
When you work by yourself			
When you work with others			
When you work in a quiet room			
When you work in a noisy room			
When you listen to your favorite music			
After having an afternoon snack			
When you have a few hours left at work or school			
When you arrive home from work or school			
Before eating dinner			
After eating dinner			
Late at night			
When you're getting ready to go to sleep			

- What do you suspect is the cause of your low productivity levels?
- How might you reschedule your workload or assignments to ensure you make the most out of your most productive hours of the day?