PRODUCTIVITY PLAN CHECKLIST

Planning
Sales & Marketing
Products
Systems
People
Money
Technology
You

The Productivity Plan Checklist helps you focus on the things you need to be doing in the four key areas of You, People and Systems and Technology.

This enables you to get more of the RIGHT things done in your business with the LEAST cost and effort.

Use the checklist below to see where you might have some productivity gaps and where you are already doing well!

You	People	System	Technology
☐ I have a clear vision that compels me	☐ My team members are clear on their roles and responsibilities	☐ We have documented our Systems and Procedures so they are clearly defined, step by step, and visible to all key stakeholders	☐ We have the appropriate technology in place at each step in the customer journey, from initial lead through to final product delivery and beyond
☐ I practice regular self-care (enough sleep, diet, exercise etc.)	☐ My team knows how to measure their success and what they are accountable for	☐ We have a process for regularly reviewing, updating and creating Systems & Procedures	☐ We have system security and backup procedures in place
☐ I take regular time out to review my goals & plans	☐ We have regular meetings and feedback channels in place	☐ We are using the optimal telecommunication tools, suited to our team and our goals	
☐ I delegate often and effectively	☐ Team members are empowered to work autonomously and make independent decisions	☐ We have automated some or all of our marketing activities	
☐ I have communicated my vision to my team	☐ My key suppliers and strategic partners are clear on their expectations, roles and deliverables		
☐ I get the support I need from my team	☐ We have a system in place to regularly review and respond to changes in our industry and wider market		
☐ I am clear on my priorities			
☐ I rarely get trapped down in the detail and have enough time to balance the "big picture" as well			
☐ I am able to manage distractions and "bright shiny objects"			
☐ I end each day feeling like I am closer to my goals			