

Workflow Efficiency Self-Assessment

Instructions: For each statement, rate yourself on a scale of **1-5** (1 = Never, 5 = Always).

1. Prioritization & Focus

- ☐ I have a clear system for prioritizing tasks.
- ☐ I focus on my most important task before getting distracted by emails or meetings.
- ☐ I group similar tasks together (e.g., responding to emails in batches).
- ☐ I regularly say no or push back on non-essential tasks.
- ☐ I take time to plan my work before jumping into execution.

2. Time & Energy Management

- ☐ I set aside dedicated focus time without interruptions.
- ☐ I work in time blocks instead of constantly switching between tasks.
- ☐ I take short breaks to reset my focus and energy.
- ☐ I minimize unnecessary decision-making throughout my day.
- ☐ I align my work with my peak energy times (morning vs. afternoon).

3. Stress & Overload Reduction

- ☐ I delegate tasks when appropriate instead of taking on everything myself.
- ☐ I use automation tools to handle repetitive work.
- ☐ I keep my to-do list realistic rather than overwhelming.
- ☐ I maintain healthy boundaries around my work schedule.
- ☐ I avoid overcommitting to tasks that don't align with priorities.

4. Team & Workflow Adjustments

- ☐ I limit unnecessary meetings and ensure they are productive.
- ☐ I communicate clearly about expectations and deadlines.
- ☐ I check in with my team in a way that supports progress without micromanaging.
- ☐ I document key processes to reduce back-and-forth questions.
- ☐ I encourage a culture where people can ask for help when needed.

Scoring & Reflection

- **40-50 points** → You have strong workflow habits! Identify small tweaks to improve further.
- **30-39 points** → You're doing well, but some areas could be optimized. Pick one adjustment to try.
- **20-29 points** → Your workflow could be more efficient. Identify 2-3 areas to work on.
- **Below 20 points** → You may be experiencing significant inefficiencies or stress. Start with small, high-impact changes.

👉 **Reflection Question:** *Which 1-2 areas do you want to improve first? What small change can you make this week?*

This assessment can be used as a **personal reflection tool** or as an interactive discussion where participants identify their biggest challenges and share solutions.