Productivity Scorecard

From Mark Struczewski, Mister Productivity

Take 3 minutes. Be honest. There's no judgment here, just clarity on where your time is going. Circle one number for each statement.

		Never		*Sometimes*		*Always*
1.	I can state my single biggest 90-day goal in one sentence.	1	2	3	4	5
2.	I complete my top three tasks before opening email or social media.	1	2	3	4	5
3.	I minimize distractions during my deep work time.	1	2	3	4	5
4.	I follow a shutdown routine that ends my workday on time.	1	2	3	4	5
5.	I protect at least 90 minutes of deep, uninterrupted work each day.	1	2	3	4	5
6.	My calendar reflects my priorities, not just other people's demands.	1	2	3	4	5
7.	I decline or delegate tasks that don't align with my #1 goal.	1	2	3	4	5
8.	I consistently get 7 or more hours of quality sleep.	1	2	3	4	5
9.	I start each day with at least 15 tech-free minutes.	1	2	3	4	5
10.	I review today and plan tomorrow before I leave my desk.	1	2	3	4	5

My total (out of 50): _____

What your score means

40-50 Strong foundation. Sharpen your lowest score.
30-39 Time is leaking. Fix one area this week.
10-29 Time to CUT the Chaos. Start with your lowest score.

Now circle your lowest score. That's where to start.

Retake this in 90 days and see what changed.

Want help with your lowest score?

Book a free 30-minute Clarity Call. A real conversation, not a pitch.

misterproductivity.com/clarity-call or read the free newsletter at misterproductivity.substack.com

© 2026 Mister Productivity