




SARA CAPUTO
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A.C.E. Your Day

THE PRODUCTIVITY BALANCE WHEEL



After years of workflow coaching, I've learned how helpful it is for people to "self-assess" because the individual is the best (and only) judge of how their doing in their lives. So to help you self-assess, I've designed a simple yet powerful activity to give you clarity on the areas you're currently proficient in as well as the areas that need some support.

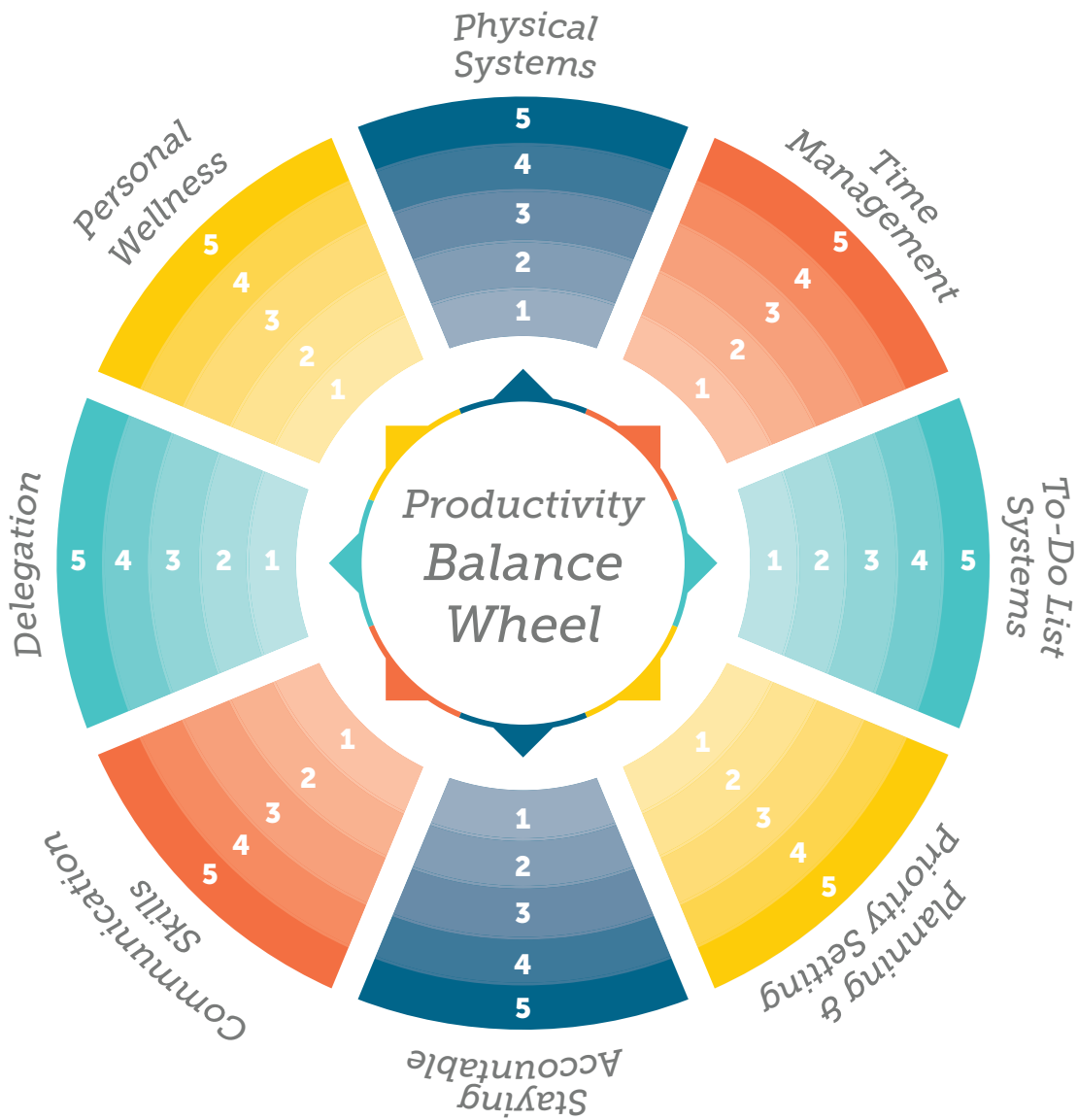
This activity is part of my *A.C.E. Your Day* class and was created to help you walk through eight areas of your workflow, productivity and life systems—your *Productivity Balance Wheel*. You'll assess your *wheel* and set some new goals for moving forward.

To Learn More, Contact: Sara@SaraCaputoConsulting.com | Call: 805.689.8414 | Visit: www.SaraCaputoConsulting.com



A.C.E. Your Day: Assess Using the Productivity Balance Wheel

What's working and what could be better? Think of your current situation for each of the eight areas of your Productivity Balance Wheel. Circle the number where you are currently at in work and life. The outer rim is a "5" which means this area is great—you've mastered it. Closer to the center is a "1", which means you are working towards greatness.





Productivity Balance Wheel

<i>Check your balance.</i>	<i>Set new goals.</i>	<i>Stay accountable.</i>
<p>How does your wheel turn? If you were to turn your wheel around and around, which areas are causing imbalance? List them below.</p>	<p>What systems or structures do you need to put in place to help each of the imbalanced areas? List two for each answer in column one.</p>	<p>How will you stay accountable to your new way of doing things?</p>