

Productivity Checklist

Use the Productivity Checklist to evaluate the effectiveness of your tools.

Add 2 points to your Productivity Score for each below item.

- My team can collaborate in real-time.
- My team can easily find and share documents and files.
- My organization uses more Teams or Zoom features than just chat and meetings.
- My tools seamlessly integrate with each other.
- My team has automated repetitive tasks.

A Productivity Score of 9+ indicates that your team is maximizing your productivity tools. Congratulations!

Subtract 2 points from your Productivity Score for each below item.

- My team can't collaborate in real-time.
- My team has trouble easily finding and sharing documents and files.
- My organization uses Teams or Zoom primarily for chat and meetings.
- My tools are not integrated to their full potential.
- My team has not automated repetitive tasks.

A Productivity Score of 5 or less indicates that your team is not maximizing your productivity tools to their full potential, and there is room for improvement.