

JOURNAL PROMPTS TO ENHANCE YOUR PRODUCTIVITY



How would you define the word 'productive'? How are you currently measuring your productivity?



What personal goals and/or career objectives are you working towards at the moment?



How important is it that you achieve each of the personal goals and/or career objectives you have set? Why is it important that you accomplish them?



How clear are you on what your measures of success are? What is the result that you want to achieve for each of your goals?



What are you doing each day to work towards your goals and/or career objectives?



What tasks are you putting off and why?



What are your beliefs about time? How do your beliefs about the time that you have available help or hinder your productivity? What would be more helpful for you to believe instead?



In what areas of your life do you think you could be more productive? How would this benefit you and others? What is the impact of not being as productive as you could be in these areas?

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What would a productive day look like for you? Describe the day, hour by hour (factoring in time for breaks and any caring or additional responsibilities you may have).



What tends to get your day off to a bad start? How could you avoid, overcome or change the way you respond to these challenges?



What are your top distractions? When are you likely to distract yourself and go off task? Why do you think that is?



What activities help to get you into a positive and resourceful mindset?



Think about a time when you were really productive. What was happening? What were you doing? What can you take from this experience and apply to your current situation?



Who do you consider to be productive? How do they approach their tasks and go about their day? What methods do they use that might also work for you?



What actions could you take to help you to stay organised throughout the day?

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How do you work best? (E.g. do you prefer to work in short but regular intervals, have longer periods of focused concentration, work to deadlines, batch similar tasks together on one day or have a variety of tasks to complete?) How does your preferred approach to work help or hinder your productivity?



At what time of day are you most energised? What would it be best to work on during this time?



At what time of day are you least energised? What would it be best to work on during this time?



What are your boundaries around work and how well do you maintain them? What else could you do to ensure that your boundaries are kept in place?



How do you take care of yourself during your working day? What else could you do to ensure that your needs are met and that you are able to relax and recharge?



Considering your answers to the above questions, what could you start doing to enhance your productivity? What do you need to stop doing?