

Your business productivity scorecard

Give your business a score based on the traffic light system:



Red: This needs improvement



Amber: Doing OK with room for improvement



Green: This is going well

Getting the big things right	Red	Amber	Green
SMART goals for the business, and each member of the team			
Great working environment			
An engaged team			
Clear systems and processes for everything			
Formal training (or training budget) for every member of the team			
Coaching or 121s for every member of the team			
Your team feel they are doing work that matters			
The right technology	Red	Amber	Green
Devices that work well			
Fast internet connection			
The right video call setup			
Ability to manage notifications and other interruptions			
Well organised data systems			
The right software	Red	Amber	Green
Productivity software			
Collaboration software			
Project planning software			
Time tracking software			
Password manager			