

High Performance Checklist

The below table will help you understand how productive you and your team are on an average workday.

Work through the questions below using the scale to determine your current performance level. Please answer questions as you actually are (rather than how you think you should be).

Question	Scale					Total Score
	Poor		High			
	1	2	3	4	5	
How productive would you say you are on an average day?						
Do you feel you are as productive as you could/should be?						
How productive would you say your staff are on an average day?						
Do you feel your staff are as productive as they could/should be?						
Do you complete your TO DO list by the end of each day?						
Do you often think, 'how do I get more out of my time'?						
How much do you feel you need more staff to get through your current workload?						
Do you enjoy leading staff?						
How effective would you say you are at leading staff for high performance						
How much do you incorporate neuroscience principles to lead your staff?						
How energetic would you say you are at the end of each day?						
How energetic are your team members?						
How positive are your team members?						
How much importance do you place on your fitness?						
How much importance do you place on your nutrition?						
Total:						

Results

Total your scores in each column and then add to a grand total.

1) (0-25) Help! My team and I might be feeling a little burnt out and nowhere near as profitable as we could be.....

I get to the end of the day and feel frustrated because the to-do lists are only half done. I race from meeting to meeting, start multiple things, get interrupted continuously but never feel like I accomplish anything. My team and I are tired, mentally drained and uninspired to do anything that requires much energy. I don't have the energy for quality time with my family, eating right or exercising regularly.

I wish I could hire more people and services to help me but I'm trapped in needing more cash flow to do this. I'm too busy to do what I really need to do to bring on more clients.

What's next?

The physical and mental feelings that you are having are not likely to be sustainable. Your profitability is probably also suffering. Longer term, think about how your family, business and clients would survive if you were to suffer burnout.

The good news is that this doesn't have to be a long term situation. There are some easy tools available for you to implement quickly for some fast results to get you back on track and then discover what taking your business to the next level might look like.

Contact us at Next Evolution Performance for a complimentary, no obligation discussion with one of our coaches about getting you back on the path to sustained performance and increased profitability.

2) My team and I have the potential to be high performers (26-59)

I/We have a little structure to the day and achieve small outcomes on an ad hoc basis. I manage multiple tasks, but potentially don't give them the time and focus they deserve due to conflicting tasks/requirements for my focus. My staff constantly demand my attention and I have many important/urgent tasks on a daily basis. I enjoy coming into work, but could feel better if I was able to focus more on the things I enjoyed. My time with my family is regular, but my focus is on work and fitness & nutrition could be a lot better.

I wish my staff were also a little more efficient as that would really help with my workload but I often have trouble getting them to that "next level".

What's next?

You are already doing some great things and well on your way to high performance. And if you improved your own performance a bit more and worked on your leadership skills for high performance you will have a significant increase in your profits.

In fact, you might be unaware just how much more profit your business is capable of achieving. Contact us at Next Evolution Performance for a complimentary, no obligation discussion with one of our coaches about the impact of getting your business to the next level and ways to help you get there.

3) High performance ninja (60-70)

I skip into the office. I am energized each day to get up and get things done. I am structured and able to complete all my tasks each day before I leave the office. I have energy for my family and friends outside of office hours and I regularly exercise and fuel my body for energy and high performance. Work feels easy and I enjoy the time I spend with my team/doing what I love.

The one downside is that it's hard finding staff who can keep up with me and be as efficient as me and often that is frustrating.

What's next?

You are already operating at a high performance level which will make it easier for you to attract great staff. To get your business to the next level you need leadership skills to lead others to your high standards even if they go about it a completely different way to you.

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