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Assess your Potential to Work Smarter

	Yes	No	Unsure
Have you written down you personal and professional priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you track your activities so you can form an accurate picture of what you actually do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what your time bandits are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you set SMART (Specific, Measurable, Achievable and Time bound) goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you written down your goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created a list of every step or task necessary to achieve your goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified the requirements and resources you need for each step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a daily "to do" list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you prioritise your list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you choose the highest priority task, get to work on it immediately, and stay with it until it is done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan for "fun time" and time off in your schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain your focus on the task at hand and avoid distractions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you focus on the value of the tasks you complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>