Productivity Worksheet

FEAR FIGHTER

Productivity Worksheet

In 1918, Ivy Lee was summoned to the offices of Bethlehem Steel to help Charles M. Schwab increase productivity. What Lee outlined in a mere fifteen minutes turned out to be, according to Schwab, the most profitable advice he had ever received.

Lee handed Schwab a blank sheet of paper and asked him to write down the six most important things that had to be accomplished tomorrow. He then asked Schwab to rank them in order of priority.

"Now put the paper in your pocket," Lee said, "and the first thing tomorrow morning take it out and look at item number one. Don't look at the others, just number one, and start working on it. And if you can, stay with it until it's completed.

"Then take item number two the same way, then number three, and so on, till you have to quit for the day. Don't worry if you've only finished one or two; the others can wait.

"If you can't finish them all by this method, you could not have finished them with any other method, and without some system, you'd probably take ten times as long to finish them and might not even have them in the order of their importance.

"Do this every working day," Lee went on. "After you've convinced yourself of the value of this system, have your people try it. Try it as long as you like, and then send me your check for whatever you think the idea is worth."[1]

Schwab sent Lee a check for $25,000 ($400,000 in today's dollars) and claimed the advice was worth every penny.

1: http://www.nightingale.com/articles/the-25000-idea/

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If you want to get more done, it's time to put Lee's method to work. List the six most important things you want to accomplish below. Then rank the items, one through six, by placing a number next the P (priority). From there, start on item one and focus on nothing else until it's done. When it is, move to the next and repeat. You may enter and save your work directly in the form or print the non-color version to complete by hand.

WHAT MUST BE DONE TOMORROW?

1	P
2	P
3	P
4	P
5	P
6	P