The 5 Choices Benchmark Report™

Before

Q2 Score

PRODUCTIVITY BEHAVIORS SCORE

TOTAL SCORE

20

43

= 63

After

- 

- 

= -

ABOUT YOUR TOTAL SCORE

Your TOTAL SCORE is made up of two sub-scores:

1. Your Q2 Score (pp. 3–4) This score shows how much of your time and energy you spend on things that are important and that require action from you.

2. Your Productivity Behaviors Score (pp. 5–6) This score shows how you are doing on specific key actions that will increase your productivity.

Your TOTAL SCORE appears on the scale above as both a raw score (for example, 130) and within a percentile (for example, 85). The percentile number shows how your raw score ranks against the scores of all the other people who have taken the Benchmark, indicated by the colored bar on the scale. For example, if your raw score were 70, and your percentile were 75, for every 100 people who have taken the 5 Choices Benchmark, 75 of them would have scores lower than yours.

OPEN RESPONSE

This report also provides an OPEN-RESPONSE score. Because responses to this section are optional, this score is NOT part of your TOTAL SCORE. It is for your information only.
1. Your Q2 Score

Before

After

Q1 = 29

20 = Q2

Q3 = 22

29 = Q4

Q1 = -

- = Q2

Q3 = -

- = Q4

*Scores may not add up to 100 due to rounding.

THE TIME MATRIX™

The Q2 Score is taken from Quadrant 2 (Q2) of the Time Matrix, above. Q2 is the "Quadrant of Extraordinary Productivity," and time spent in this quadrant has a significant, positive impact on the outcomes you achieve in work and life.

There are two axes on the Time Matrix:

Importance: This represents activities you value and that make a positive difference in your work and life.

Urgency: This represents activities that require immediate attention, whether or not they are important to you.

Quadrant 1

Activities in Quadrant 1 are both important and urgent. They are things we care about and that must be done now. This is where we find crises, emergency meetings, last-minute deadlines, pressing problems, and unforeseen events.

This is the "Quadrant of Necessity." Time spent here is necessary, but you usually get a return that is equal to or less than the time and energy you spend. If you live here for long, you will burn out.
1. Your Q2 Score (continued)

**Quadrant 2**

Activities in Quadrant 2 are important but not urgent. These are the things that really matter to your results but that won't happen unless you ACT on them. It's the "Quadrant of Extraordinary Productivity" because it's where you find the things that really make a difference, like achieving high-impact goals, proactive work, creative thinking, planning, prevention, relationship building, learning, and renewal.

These things don't come at you automatically; you have to decide to invest your time in Quadrant 2. Time spent here always generates a return far greater—often exponentially greater—than the time and energy you put into it.

**Quadrant 3**

Activities in Quadrant 3 are urgent but not important. These are things that come at us. They're things that we feel like we need to act on because they clamor for our attention. But when we take a closer look, they turn out to be unimportant, low-value activities. Here we find a lot of needless interruptions, unnecessary reports, and irrelevant meetings. It contains other people's minor issues and is often filled with unimportant email, tasks, phone calls, and so forth.

This is the "Quadrant of Distraction," and it always generates a return that is less than the time and energy you spend. If you spend a lot of time here, you're likely to feel very busy but ultimately ineffective and unfulfilled.

**Quadrant 4**

Activities in Quadrant 4 are neither important nor urgent. We really shouldn't be here at all, but we often get so worn out spending time in Quadrants 1 and 3, that we go here as a way to escape. This is a place where we shut off our brains and don't do anything of value. Here we find trivial work, along with excessive television, gaming, Internet surfing, gossip, and other time-wasters. This is the "Quadrant of Waste."

Time spent here is unnecessary and generates zero return. If you spend a lot of time here, you're likely to feel lethargic, ineffective, and unfulfilled.
2. Your Productivity Behaviors Score

<table>
<thead>
<tr>
<th>Choice 1: Act on the Important, Don’t React to the Urgent</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In a formal conversation with my boss, I have clearly defined the activities that will have the greatest impact on results.</td>
<td>9</td>
<td>-</td>
</tr>
<tr>
<td>2. In a formal conversation with my co-workers or team, I have clearly defined the activities that will have the greatest impact on results.</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice 2: Go for Extraordinary, Don’t Settle for Ordinary</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have written down my vision of what success looks like in my work, and I have written a specific set of goals to help me fulfill my vision.</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>2. I have written down my vision of what success looks like in my personal life, and I have written a specific set of goals to help me fulfill my vision.</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
2. Your Productivity Behaviors Score (continued)

CHOICE 3: SCHEDULE THE BIG ROCKS, DON’T SORT GRAVEL

1. I take at least 30 minutes each week to plan my priorities for the coming week.

2. I take at least 10 minutes each day to plan my priorities for the coming day.

CHOICE 4: RULE YOUR TECHNOLOGY, DON’T LET IT RULE YOU

1. I have a highly effective system for managing my tasks, appointments, contacts, and notes.

2. My email is organized so that I can quickly identify and act on the things that are most important.

CHOICE 5: FUEL YOUR FIRE, DON’T BURN OUT

1. I generally have plenty of energy to accomplish my priorities throughout the day.

2. I have a consistent pattern of activities that renew my physical and mental energy throughout the day.
Open
Response (optional)

Think of Sample and the quality of his or her results over time. Use the scale below to rate how much you agree or disagree with the following statement:

1. Sample is a very productive person.

2. Explain your answer below.

3. What could this person do to become more productive?