

Your Environment Productivity Checklist

Workspace - How do you work best?

- Out of home office
- In home office
- Standing
- Sitting
- Coffee shop
- Other

Technical Equipment - Would you rather have one set place you work or be able to move around?

- Monitor
- Laptop
- Other

Work Area - Is this area comfortable for you?

- Desk
- Chair
- Lighting
 - Dim lighting
 - Bright/natural lighting

Lifestyle - What do you do (or don't do) that affects your productivity on a daily basis?

- Clothing
- Breaks in between work
- Sleep Habits
- Food
- Morning Routines

Productivity Goals:
