

# PRODUCTIVITY WORKSHEET

## DEFINE YOUR RESPONSIBILITIES

What are your areas of responsibility? Who or what has God made you responsible for? Where will God require an accounting from you?

*Personal*   *Family*   \_\_\_\_\_

## LIST YOUR ROLES, TASKS, AND PROJECTS

What roles, tasks, or projects fall under each of your areas of responsibility?

<i>Personal</i>	<i>Family</i>	_____	_____	_____
<u>Spiritual health</u>	<u>Spiritual growth</u>	_____	_____	_____
<u>Physical health</u>	<u>Finance</u>	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## STATE YOUR MISSION

What does success look like in each of your areas of responsibility? What is the call to action or call to mission in each of them? Prepare your mission statements.

*Personal:*

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*Family:*

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## SELECT YOUR TOOLS

### *Scheduling Tool*

(Google Calendar, Apple Calendar, Cozi)

### *Information Tool*

(Evernote, OneNote, SimpleNote, Google Keep)

### *Task Tool*

(Todoist, Wunderlist, Things, OmniFocus)