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Productivity Scorecard

A leadership self-assessment for value-driven execution

2026 — The Year of Strategic Execution™

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PURPOSE

This scorecard helps leaders evaluate whether productivity in their organization is creating **real business value**, not just activity, effort, or busyness.

HOW TO USE

Rate each statement on a scale of **1 to 5**

1 = Strongly disagree

5 = Strongly agree

Be honest. This is a leadership mirror, not a performance appraisal.

SECTION 1: STRATEGIC CLARITY

(Productivity starts with direction)

1. Our top priorities for the next 90 days are clearly defined and documented.
2. Teams understand how their work directly supports business objectives.
3. We actively say no to initiatives that do not align with strategy.
4. Leadership decisions are guided by outcomes, not urgency.

Section Score: ___ / 20

SECTION 2: EXECUTION DISCIPLINE

(Plans only matter when executed)

5. Projects move forward without constant follow-up from senior leadership.
6. Ownership of key outcomes is clearly assigned and visible.
7. Deadlines are realistic and mostly respected.
8. Meetings result in decisions and next actions, not just discussion.

Section Score: ___ / 20

SECTION 3: TIME & FOCUS MANAGEMENT

(Busy is not productive)

9. Leaders spend most of their time on high-impact work.
10. Interruptions and firefighting are the exception, not the norm.
11. Teams are protected from unnecessary meetings and distractions.
12. We regularly eliminate low-value activities.

Section Score: ___ / 20

SECTION 4: PROCESS & WORKFLOW HEALTH

(Productivity flows through systems)

13. Core processes are clearly defined and consistently followed.
14. Workflows are designed to support people, not exhaust them.
15. Manual rework and duplication are actively reduced.
16. Information is accessible when needed, without delay.

Section Score: ___ / 20

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SECTION 5: PERFORMANCE & ACCOUNTABILITY

(Productivity thrives on clarity)

17. Performance expectations are clear and measurable.
18. Accountability conversations are factual, not emotional.
19. Progress is reviewed regularly, not only when problems arise.
20. High performers are recognized and protected from overload.

Section Score: ___ / 20

TOTAL SCORE: ___ / 100

INTERPRETING YOUR SCORE

80–100 | Execution-Ready Organization
Your productivity systems support growth. Focus on refinement and scalability.

60–79 | Operationally Busy, Strategically Leaking
Work is happening, but value is leaking through weak prioritization or execution gaps.

40–59 | High Effort, Low Return
Teams are busy, leaders are stretched, and productivity is not translating into results.

Below 40 | Productivity Crisis
Urgent leadership intervention required. Busyness is masking deeper structural issues.

A MOMENT FOR DELIBERATE LEADERSHIP

Productivity is rarely a capacity problem.
It is almost always a **choice problem**.

Most leaders do not fail because they work too little.
They fail because their time, energy, and attention are scattered across activities that feel important but produce limited value.

This scorecard is not meant to judge performance.
It is meant to **reveal patterns**.
Before you move forward, pause and reflect on one question:
If I removed 20 percent of my current activities, would my business performance improve?

If the answer is yes, you already know where progress begins.

Real productivity is not about doing more.
It is about **deciding better**.

Leaders who grow sustainable businesses:

- Protect their focus
- Design work around outcomes, not habits
- Eliminate friction before adding effort
- Make space for thinking, not just doing

Use this scorecard regularly. Revisit it when growth feels slow, teams feel busy, or execution feels heavy. The goal is not perfection. The goal is **clarity, consistency, and conscious leadership**.

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A GENTLE INVITATION

If this reflection has raised questions about how productivity is shaping your leadership, your team, or your business outcomes, take it as a signal worth exploring.

At **IKTAR**, we work with leaders to translate clarity into execution and effort into measurable results.

📞 Book your free consultation

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IKTAR
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