

**PROMPT WO-090**

Review and Improve Productivity

Purpose

Use this prompt to review your productivity systems, identify what is working, discover what is slowing you down, and create improvements. It helps turn productivity into an ongoing process of learning, adjusting, and becoming more effective over time.

DIFFICULTY
 **Beginner**

TIME SAVED
 **30–60 min**

BEST FOR
Productivity Review



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Productivity Coach and Performance Improvement Specialist.

Review and improve my productivity system using the information below.

Current Goals:
[List my goals]

Current Schedule:
[Describe my typical day/week]

Tasks and Responsibilities:
[List my main responsibilities]

Current Productivity Methods:
[Planning systems, apps, routines, techniques]

What Is Working Well:



[Describe what is going well]

Current Challenges:

[Distractions, lack of time, overwhelm, procrastination]

Recent Achievements:

[List progress made]

Areas I Want to Improve:

[Focus, organisation, time management, habits, efficiency]

Please:

- Review my current productivity approach.
- Identify strengths and weaknesses.
- Analyse where time is being lost.
- Recommend improvements.
- Suggest better systems and routines.
- Identify habits to keep, change, or remove.
- Create an improved productivity strategy.
- Recommend daily, weekly, and monthly reviews.
- Create an action plan for continuous improvement.

Return only the completed productivity improvement plan.



Example

INPUT

Goal: Build a business while working full-time.

Current Challenges:

- Too many ideas.
- Limited evening time.
- Struggling to prioritise.

Current Methods: To-do lists, notes app, calendar.

EXPECTED OUTPUT

Productivity Improvement Plan

Current Review

The current system shows strong motivation and a clear focus on progress. The main opportunity is creating a simpler system that protects time for the highest-value activities.



Strengths

- ✓ Clear long-term goals.
- ✓ Willingness to learn.
- ✓ Regular progress tracking.
- ✓ Existing planning habits.

1. TOO MANY PRIORITIES

Challenge: Multiple ideas compete for attention.

Recommendation: Create a “Current Focus” list. Choose:

- One main project.
- Three key weekly actions.
- One improvement area.

2. LIMITED AVAILABLE TIME

Challenge: Evening time is valuable and can become overwhelming.

Recommendation: Use focused sessions — 30–90 minute building blocks — rather than trying to complete everything.

3. INFORMATION OVERLOAD

Challenge: Ideas and resources can become difficult to manage.

Recommendation: Create one trusted system for ideas, tasks, projects, learning notes.

IMPROVED PRODUCTIVITY SYSTEM — DAILY

Morning: Review priorities, choose the most important task.

Evening: Complete focused progress session, record achievements, prepare tomorrow.

IMPROVED PRODUCTIVITY SYSTEM — WEEKLY

Review:

- ☐ What progress was made?
- ☐ What created the biggest impact?
- ☐ What should stop?
- ☐ What is the next brick?



IMPROVED PRODUCTIVITY SYSTEM — MONTHLY

Review: Goals, systems, progress, improvements needed.

PRODUCTIVITY RULES

Rule 1 — Focus on progress, not perfection.

Rule 2 — Protect important work before urgent tasks take over.

Rule 3 — Build systems that make success easier.

 **Builder's Tip:** *Productivity is not about squeezing more into your day. It is about creating a system where your time goes towards the things that matter most. The best productivity question: “Is this task helping me build the future I want?”* 

Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-084 – Improve Workflows
- WO-086 – Plan Projects
- WO-089 – Set SMART Goals

Tags

PRODUCTIVITY

TIME
MANAGEMENT

IMPROVEMENT

PLANNING

EFFICIENCY