DeskTrack

PERFORMANCE OPTIMIZATION CHECKLIST

IDENTIFY YOUR TEAM'S BOTTLENECKS

A Free Resource from DeskTrack

Is your team's productivity stalling?
Use this concise checklist to identify the specific bottlenecks holding your performance back today.
Check each box that applies to your current workflow.

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1. VISIBILITY & TRANSPARENCY BOTTLENECKS

☐ The "Black Box" Effect: You have no real-time visibility into how remote or hybrid hours are actually spent.

☐ Manual Reporting Lag: Managers spend more than hours a week manually compiling timesheets or activity reports.

☐ Trust Gaps: Employees feel micromanaged because there is no objective "Proof of Work" system in place.

2. PROCESS & WORKFLOW BOTTLENECKS

☐ Context-Switching Overload: Team members are constantly jumping between too many apps, losing "Deep Work" momentum.

☐ Administrative Drain: Highly skilled employees are stuck performing repetitive, low-value administrative tasks.

☐ Meeting Fatigue: More than % of the workday is consumed by meetings that could have been emails or dashboard updates.

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3. TECHNOLOGY & TOOLING BOTTLENECKS

- [ ] Friction-Heavy Tools: Your current software is slow, outdated, or difficult for the team to adopt.

- [ ] Data Silos: Performance data is scattered across different platforms (Payroll, Project Management, Time Tracking).

- [ ] Shadow IT: Employees are using unauthorized or unproductive apps because the official tools don't meet their needs.

4. EMPLOYEE WELL-BEING BOTTLENECKS

- [ ] Burnout Red Flags: High-performers are consistently working excessive overtime without a clear "rest" policy.

- [ ] Engagement Slump: There is a noticeable drop in activity levels or communication during core working hours.

- [ ] Lack of Feedback: Employees only receive performance feedback during quarterly or annual reviews.

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IF YOU CHECKED 3 OR MORE BOXES, YOUR TEAM IS LIKELY LOSING 20-30% OF ITS POTENTIAL OUTPUT TO AVOIDABLE BOTTLENECKS.

See How DeskTrack Automates This Checklist in Real-Time

Start your -day
transparent trial today—no credit card required.

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