

Free Productivity Audit Checklist

A 25-point checklist to assess where your team is losing productive hours
 No software needed - Used by 3,200+ managers - Works with or without DeskTrack

25 Checkpoints	5 Categories	10 min To Complete	40% Avg. Productivity Gain
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How to Use: Go through each item honestly. Check the box (■) if your team consistently does this. At the end, count your total score to identify your biggest productivity gaps — and see how **DeskTrack** can automate the tracking for you.

1
5 points

Meeting Management

- 1

Every meeting has a written agenda shared at least 24 hours in advance.

■ *Agendas reduce average meeting time by up to 30%.*
- 2

Meetings have a defined end time and a designated timekeeper.

■ *Open-ended meetings are the #1 cause of schedule overruns.*
- 3

Action items with owners and deadlines are documented before leaving.

■ *Undocumented decisions lead to duplicated effort.*
- 4

Recurring meetings are reviewed quarterly and cancelled if no longer needed.

■ *Up to 25% of recurring meetings are no longer serving their purpose.*
- 5

A 'no-meeting' block of at least 2 hours per day is protected for deep work.

■ *Continuous interruptions reduce output quality by up to 40%.*

■ DeskTrack: *DeskTrack auto-tracks meeting hours vs. productive work time*

2
5 points

Communication & Email

- 6

Team members check email/messages at set times rather than continuously.

■ *Constant email checking reduces focus time by an average of 2.1 hours/day.*
- 7

Response time expectations are clearly defined for different message types.

■ *Undefined norms create anxiety and unnecessary urgency.*
- 8

Instant messaging channels have agreed norms (no after-hours pressure).

■ *After-hours messages raise burnout risk significantly.*
- 9

Team members use availability status indicators to signal focus time.

■ *Visible availability reduces interruptions by up to 35%.*

- 1 Important decisions are documented in writing, not just verbally communicated.
 0 ■ Verbal-only decisions are forgotten or misremembered 60% of the time.

■ DeskTrack: DeskTrack tracks time spent on email & messaging apps automatically

3

Task & Priority Management

5 points

- 1 Each team member knows their top 3 priorities for the week every Monday.
 1 ■ Weekly priority clarity cuts task-switching by up to 50%.
- 1 A shared system tracks tasks and project status — beyond email or memory.
 2 ■ Teams without shared tracking spend 20% of time searching for info.
- 1 Urgent vs. important tasks are differentiated (e.g., Eisenhower Matrix).
 3 ■ Treating everything as urgent is the most common time-wasting habit.
- 1 Deadlines are realistic — team members rarely work overtime due to poor planning.
 4 ■ Chronic overtime signals systemic planning issues, not hard work.
- 1 Work-in-progress limits are set to prevent multitasking overload.
 5 ■ Multitasking reduces task efficiency by up to 40% per person.

■ DeskTrack: DeskTrack links time logs directly to tasks and projects

4

Focus & Deep Work

5 points

- 1 Team members have 90-minute uninterrupted blocks for complex work daily.
 6 ■ Deep work produces 4x the output of equivalent shallow-work hours.
- 1 Work environment (office or remote) is optimized to minimize distractions.
 7 ■ Environmental distractions account for 50%+ of lost productivity.
- 1 Notifications are turned off or silenced during focus sessions.
 8 ■ Every notification takes 23 minutes to fully recover from cognitively.
- 1 The team tracks time on tasks to see where hours are actually going.
 9 ■ Without tracking, self-reported time estimates are off by up to 40%.
- 2 Energy levels are considered when scheduling high-focus vs. admin tasks.
 0 ■ Scheduling cognitively heavy work during peak energy can double output.

■ DeskTrack: DeskTrack identifies idle time, app usage & unproductive activity

5

Team Culture & Accountability

5 points

- 2 Team members feel comfortable saying 'no' or flagging overload without fear.
 1 ■ Psychological safety is the top predictor of high-performing teams (Google).

- 2 ■ A weekly or bi-weekly team check-in on workload and blockers is held.
- 2 ■ ■ Regular check-ins prevent small issues from becoming project-killing problems.

- 2 ■ Productivity wins and efficiency improvements are recognized and celebrated.
- 3 ■ ■ Recognition increases discretionary effort by up to 56%.

- 2 ■ Retrospectives are conducted to learn from delays or project failures.
- 4 ■ ■ Teams that run retros improve 30% faster than those that skip them.

- 2 ■ Leadership models healthy habits — respects focus time, avoids late emails.
- 5 ■ ■ Leadership behavior sets the cultural ceiling for the entire team.

- **DeskTrack:** DeskTrack provides transparent productivity reports — no guesswork

Your Productivity Score

Score	Rating	What It Means	Recommended Action
22–25	■ Elite	High-performing team with strong productivity habits	Share best practices; mentor other teams
16–21	■ Good	Solid foundation with a few gaps to close	Focus on your 2 lowest-scoring sections
10–15	■■ Average	Significant productivity leakage across multiple areas	Implement changes in meetings + focus blocks first
5–9	■ At Risk	Team is losing multiple productive hours daily	Book a DeskTrack demo — get data, not guesswork
0–4	■ Critical	Urgent structural changes needed immediately	Start with communication norms and task tracking today

<p>My Total Score: _____ / 25</p> <p>Date Completed: _____</p> <p>Completed by: _____</p>	<p>Top 3 Improvement Areas:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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Want DeskTrack to do this automatically?

DeskTrack automatically tracks app usage, idle time, productivity scores, and attendance — giving you real-time data on everything in this checklist. No manual audits needed.

■ [Book a Free Demo](https://desktrack.timentask.com/demo) → desktrack.timentask.com/demo

** Based on aggregated data from 2,000+ DeskTrack deployments across Indian companies. Individual results may vary.*