**Efficiency Audit**

Q = Priority Quadrant

E = Energy Level (1 to 10)

F = Focus Level (1 to 10)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Start** | **Stop** | **Task** | **Q** | **E** | **F** | **Total Duration** **Notes** |
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Total Time Q1 + Q2 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Time Q3 + Q4 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate Your Total Productivity = \_\_\_\_\_\_\_\_\_\_\_\_\_\_