

HOW TO MEASURE PRODUCTIVITY:

FROM KPIS TO COFFEE BREAKS

STEP	WHAT TO DO	YOUR NOTES
1. Define outcomes	Decide what value you want to create this quarter.	My outcome:
2. Pick 3-5 metrics	Team members feel disengaged, leading to reduced productivity.	My metrics:
3. Set baselines	Find out what “normal” looks like.	My baseline:
4. Instrument	Connect tools and build a dashboard (digital or paper).	Tools I'll use:
5. Review regularly	Weekly for leading signals, monthly for outcomes.	My review cadence:
6. Iterate	Change metrics that don't serve you.	My adjustment plan: