



# **LOW PRODUCTIVITY AUDIT CHECKLIST**

# Low Productivity Audit

## Discover How Small Productivity Gains Can Drive Big Financial Results

### Why Productivity Matters

Employee productivity is often one of your business's biggest profitability drivers. Even modest, seemingly small productivity increases can yield **massive output, revenue, and bottom-line results over a year**—without hiring more people or increasing costs. Conversely, some businesses that operate on lower margins can have their profit completely erased by small decreases in employee productivity.

Unfortunately, the symptoms of low productivity are quite common. I've listed some of the most common examples on the following pages, but there are others.

### How To Use

Please use this checklist over the next few days or weeks to pay close attention to your business teams. Take notes on what you observe independently.

You may also find it helpful to survey your employees by printing a few copies of the checklist and asking them to indicate which symptoms they believe are an issue.

If you have any questions or wish to discuss the results of your audit, please don't hesitate to get in touch.

We can help you calculate the financial impact of these symptoms and the ROI you could expect from investing in leadership development within your business.

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## Employee-Related Symptoms

1	<b>Low Engagement and Motivation</b> a. Employees seem disengaged, unmotivated, or indifferent to their work. b. Lack of initiative—only doing the bare minimum. c. Low participation in meetings and brainstorming sessions	
2	<b>High Absenteeism and Tardiness</b> a. Frequent employee absences or arriving late/leaving early. b. Excessive use of sick days or personal time.	
3	<b>High Turnover Rates</b> a. Key employees leave unexpectedly. b. Difficulty retaining top talent.	
4	<b>Lack of Accountability</b> a. Employees blame others, make excuses, or deflect responsibility. b. Tasks frequently get passed around without resolution.	

## Operational and Process-Related Symptoms

5	<b>Missed Deadlines and Slipping Project Timelines</b> a. Work projects consistently finish late or need extensions. b. Increased backlog of unfinished tasks.	
6	<b>Frequent Mistakes and Rework</b> a. Quality control issues: work frequently needs to be redone. b. More errors in reports, production, or customer service interactions.	
7	<b>Over-reliance on Meetings Without Results</b> a. There are too many meetings without clear decisions or action plans. b. Frequent rescheduling or cancellations.	
8	<b>Excessive Complaints and Conflict</b> a. More workplace disputes, dissatisfaction, and grievances are filed. b. Employees complain about workload, management, or unclear expectations.	
9	<b>Bottlenecks in Workflow</b> a. Repetitive tasks slow down processes. b. Employees are waiting on approvals or unclear next steps.	

## Financial and Business Performance Symptoms

10	<b>Declining Revenue Without an Obvious Cause</b> a. Sales are stagnant or declining despite market demand. b. Customer churn rates are increasing.	
11	<b>Higher Operational Costs Without Efficiency Gains</b> a. Rising labor costs without a proportional increase in output. b. Excessive overtime costs due to inefficiencies.	
12	<b>Lower Customer Satisfaction and More Complaints</b> a. Increase in customer complaints about service delays or errors. b. Customer retention rates are dropping.	
13	<b>Lack of Innovation and Initiative</b> a. No new ideas, improvements, or problem-solving initiatives. b. Employees are reluctant to speak up or challenge ineffective processes.	
14	<b>Overuse of Temporary or Contract Workers</b> a. Heavy reliance on temp workers to fill skill gaps or labor shortages.	

## Cultural and Leadership-Related Symptoms

15	<b>Lack of Clear Goals and Direction</b> a. Employees are unsure of company priorities or their role in them. b. Frequent changes in direction without a clear strategy.	
16	<b>Poor Communication and Mixed Messages</b> a. Managers give vague or conflicting instructions. b. Employees frequently misunderstand priorities or expectations.	
17	<b>Low Trust in Leadership</b> a. Employees express skepticism about leadership decisions. b. Resistance to change due to poor past leadership decisions.	
18	<b>High Levels of Stress and Burnout</b> a. Employees report feeling overworked or underappreciated. b. Increased mental health concerns or stress-related absences.	
19	<b>Negative Workplace Culture</b> a. Gossip, resentment, or toxic work relationships. b. Employees feel their work doesn't matter or isn't valued.	

If your teams exhibit multiple symptoms from this list, **low productivity is likely costing you significant revenue and profitability**. Addressing these issues through **leadership development, process improvement, and cultural shifts** can unlock **massive business gains**.