Task Quotient™ - Personal Report

Maximizing current job satisfaction and positively impacting individual productivity

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INTRODUCTION

Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.
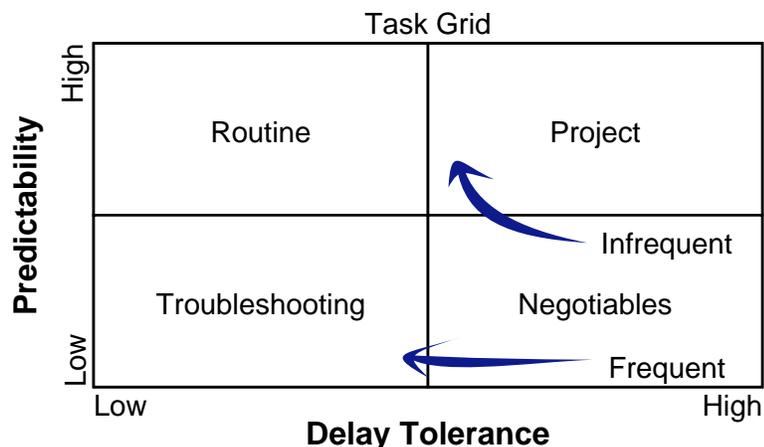
A person's behavior is a necessary and integral part of who we are. In other words much of our behavior comes from "nature" (inherent), and much comes from "nurture" (our upbringing).

This report will provide insight to the environment you live and work in, and how it motivates or demotivates you, based on the types of tasks you do. This motivation or demotivation is derived from how the combination our "nature" and "nurture" reacts to the mixture of task types you perform on a daily basis. "Do not try and change yourself - you are unlikely to succeed. Work to improve the way you perform." P.F. Drucker.

TASK QUOTIENT

TQ™ defines the ideal mixture of task types (Routine, Troubleshooting and Project) that provide an individual the most intrinsic motivation, or personal satisfaction. William Daniels, in his book Breakthrough Performance defines 4 types of tasks that we perform:

A) **Routine Tasks -** highly predictable and have a low delay tolerance (must be accomplished immediately)
B) **Troubleshooting Tasks -** highly unpredictable and have a low delay tolerance (must be accomplished immediately)
C) **Project Tasks -** highly predictable and have a high delay tolerance (do not have to be accomplished immediately)
D) **Negotiable Tasks -** low predictability and have a high delay tolerance (do not have to be accomplished immediately). Daniels states that these tasks when they are frequent should be considered as Troubleshooting Tasks, and when they are infrequent they should be considered Project Tasks.

Task Grid

High	Routine	Project
		Infrequent
Low	Troubleshooting	Negotiables
		Frequent

Predictability

Delay Tolerance — Low ... High

YOUR IDEAL/PREFERRED WORK DISTRIBUTION

This graph describes your ideal/preferred work distribution, if you could choose any work environment.

Your ideal/preferred work distribution would include:

- 43% routine tasks. This work is highly predictable and needs to be accomplished immediately

- 18% troubleshooting tasks. This work is highly unpredictable and needs to be accomplished immediately

- 39% project tasks. This work is highly predictable and does not have to be accomplished immediately

Your ideal/preferred Task Quotient = 43-18-39. This describes the ideal/preferred task mixture you need to maximize your motivation and job satisfaction.

IDEAL TQ

ROUTINE
43%

TROUBLESHOOTING
18%

PROJECT
39%

43%

18%

39%