Evolutionary Leader Program
Technology Utilization Analysis

Review Your Insights:

☐ Reflect on your Time Audit assessment to identify how much time you currently spend using technology for various tasks

☐ Consider your Distraction Analysis assessment to determine how technology might be contributing to interruptions or inefficiencies in your routine

☐ Revisit your Energy Peaks Identification assessment to see if technology could help optimize your workflow during peak performance times

Current Technology Usage:

List the digital tools and platforms you currently use for managing tasks, scheduling, communication, and any other work-related activities:

Digital Tools & Platforms Currently Using	Effectiveness: Helping? Or Distracting?

If you have more Digital Tools & Platforms to list, feel free to pull out some sheets of paper to continue your list

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Evaluate Tool Effectiveness:

Next evaluate the effectiveness of these tools listed above in supporting your time management goals. Are they helping streamline your tasks, or do they contribute to distractions?

Identify Technology Gaps:

Determine any gaps where technology could better support your time management. For instance, could a scheduling app help you organize your day more efficiently, or might a project management tool enhance team collaboration?

Consider whether there are tools you could use more effectively or new technologies to explore that align with your strategic goals.

Gap Where Technology Can Better Support My Time Management	Potential Technology Solution

If you have more Potential Digital Tools & Platforms to list, feel free to pull out some sheets of paper to continue your list

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Explore New Tools and Methods:

☐ Research technology solutions that address your identified gaps. You may want to refer back to the specific apps mentioned in this chapter.

☐ Assess how these tools could integrate into your daily routine and potentially enhance your productivity.

☐ Add them to the list above.

Strategic Implementation:

☐ Select one or two new tools or methods to implement. Identify them below:

_____
_____
_____

Reflect and Adjust:

After trying the new tools, reflect on their impact on your productivity and focus. Are they helping you achieve your time management goals?

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