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The 5-Signal Productivity Self-Audit Worksheet

How to measure team productivity without screenshots, keystrokes, or surveillance.

Who this is for

Ops Heads, Founders, and Engineering Managers running **25-300 employee Indian IT and services shops**. If you have ever asked "is this person working 12 hours productively or 4?" and your current instrument cannot answer, this audit is for you.

Why now

Clock-in/clock-out fails. It records presence, not value. The five signals here are what separates a productivity intelligence rollout from an attendance system — they replace timesheets for appraisal-grade decisions.

What you will do

A **30-minute self-audit** on your current team using five behaviour signals. No new tooling required to start — you can do the first pass with calendar exports, IDE history, and a clean spreadsheet.

What you will get out of it

A per-employee scorecard (0-100), a team-level rollup, and a Red/Amber/Green decision matrix for what conversation to have next — environmental, individual coaching, or status-quo.

Edition

May 2026

Format

6-page editable worksheet

Companion

Google Sheets calculator

Audit time

30 minutes per team

SIGNAL 01

Focus Depth

The first signal. How many uninterrupted blocks of real work does each engineer get per day — and how long are they? Focus depth is the strongest single correlate of shipped value in small-team studies.

Definition

The **count of uninterrupted focus blocks longer than 45 minutes** per day, per employee. Note: this is a *count of blocks*, not the total focus minutes. A 6-hour day of fragmented 20-minute slots scores zero on this signal even though the calendar shows six "focused" hours.

How to measure

Look at app foreground time on the primary work surface (IDE, design tool, doc editor, terminal). A "context switch" is foreground time on a non-primary app exceeding **30-60 seconds**. Anything under that threshold counts as a glance, not a break. A focus block ends when a switch over the threshold occurs; the block "counts" if its uninterrupted duration is > 45 minutes.

Audit worksheet — Focus Depth (one week, per engineer)

#	Engineer	Day	Focus blocks >45min	Total focus minutes	Score 0-100
1		Mon			
2		Tue			
3		Wed			
4		Thu			
5		Fri			
6		Mon			

#	Engineer	Day	Focus blocks >45min	Total focus minutes	Score 0-100
7		Tue			
8		Wed			

Benchmarks

- **Healthy** ≥ 4 focus blocks/day, > 180 total focus minutes
- **Watch** 3 blocks/day, 120-180 minutes
- **Fragmented** ≤ 2 blocks/day, < 120 minutes

What to do with this signal

If the team's **median** sits at < 3 blocks/day across five working days, this is structurally a meeting-load problem, not a motivation problem. The intervention is calendar redesign (no-meeting blocks, async standups), not a one-on-one about effort. Read the result before scheduling the conversation.

SIGNAL 02 · ENGINEERING-ONLY

Commit Cadence

A rhythm signal, not a volume signal. Healthy engineering teams have low day-to-day variance in when commits land. Panic-Friday-commits — the spike that appears when a whole week's work compresses into the last two hours of the workweek — is the failure mode you are looking for.

Definition & measure

Standard deviation of commit times across the working week, per engineer. Low std-dev = healthy rhythm (commits land throughout the week). High std-dev with a Friday-late cluster = panic mode, often masking a blocker conversation that did not happen on Monday.

Audit worksheet — Commit cadence (one week, per engineer)

#	Engineer	Total commits (week)	Days with ≥1 commit	Friday-late % of commits	Score 0-100
1					
2					
3					
4					

Benchmarks: Healthy = commits on ≥4 of 5 days, Friday-late < 25%. Watch = commits on 3 days. Panic = commits on ≤2 days OR Friday-late > 50%.

SIGNAL 03 · ALL ROLES

Meeting Load

The most fixable signal on this list. Meeting load is rarely about importance and almost always about default-yes calendaring. The audit asks: how many hours per day is each employee in calendar-blocked time, and how many distinct meetings did that compress into?

Definition & measure

Percentage of working day in calendar-blocked time + count of distinct meetings per day. Use the employee's own calendar export (Google/Outlook) for the past 7 days. Count each meeting once, even if recurring.

Audit worksheet — Meeting load (past 7 days, per employee)

#	Employee	Total meeting hours (7d)	Avg meetings/day	Hours/day in meetings	Score 0-100
1					
2					
3					
4					

- **Healthy** ≤ 2.5 hours/day average
- **Watch** 2.5 - 4 hours/day
- **Red flag** ≥ 5 hours/day — focus depth (Signal 1) is structurally impossible

SIGNAL 04 · ALL ROLES

Flow-State Minutes

A stricter cousin of Signal 1. Where focus depth counts blocks longer than 45 minutes, flow-state counts the rarer, deeper sessions — single-app, single-purpose, ≥ 90 minutes uninterrupted. These are the sessions where the hard work happens.

Definition & measure

Total minutes per week in blocks of ≥ 90 minutes uninterrupted in a single primary application. A 110-minute IDE block counts. A 95-minute block split by a 30-second Slack glance counts (under the context-switch threshold). A 95-minute block split by 4 minutes on email does *not* count.

Audit worksheet — Flow-state minutes (past 7 days, per employee)

#	Employee	Flow blocks ≥ 90 min	Total flow minutes	Avg block length	Score 0-100
1					
2					
3					
4					

Benchmarks: Healthy = ≥ 5 blocks/week, ≥ 600 minutes total. Watch = 3-4 blocks/week. Red = ≤ 2 blocks/week.

SIGNAL 05 · ALL ROLES

Blocker Recovery Time

The hardest signal to fake. When an engineer hits a blocker — failing test, broken environment, ambiguous spec — how long does it take them to either resolve it or escalate it and resume focus? Long recovery times almost never indicate skill gaps; they indicate environmental dysfunction.

Definition & measure

Median interval from "blocker detected" to "focus resumed", in minutes. A blocker is detected when there is an abrupt context-switch followed by > 10 minutes of off-primary-app activity. Focus is resumed when the primary work surface returns to foreground for > 15 minutes uninterrupted.

Audit worksheet — Blocker recovery (past 7 days, per employee)

#	Employee	Blocker events (7d)	Median recovery (min)	Longest recovery (min)	Score 0-100
1					
2					
3					
4					

- **Healthy** Median < 8 minutes
- **Watch** 8 - 25 minutes
- **Red flag** > 25 minutes — environmental audit before any coaching conversation

STEP 06

Self-Audit Scorecard

Combine the five signals into a per-employee score (0-100, 20 points each), then roll up to a team-level median and spread. The scorecard's job is not to rank individuals — it is to surface where the next conversation should go.

Per-employee scorecard worksheet

#	Employee	S1 Focus	S2 Commit	S3 Meeting	S4 Flow	S5 Blocker	Total /100	Tier
1		/20	/20	/20	/20	/20		
2		/20	/20	/20	/20	/20		
3		/20	/20	/20	/20	/20		
4		/20	/20	/20	/20	/20		
5		/20	/20	/20	/20	/20		

Tier thresholds

<p>GREEN</p> <p>≥ 75</p> <p>Healthy work shape. No structural action required for this person.</p>	<p>AMBER</p> <p>50 - 74</p> <p>Investigate meeting load or unblock conversation first. Coaching second.</p>	<p>RED</p> <p>< 50</p> <p>Almost always structural / environmental. Coaching is the last lever, not the first.</p>
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Team-level rollup — decision matrix

If team median is ...	And spread is ...	Action this week
Green (≥ 75)	Tight (range ≤	Status quo. Re-audit in 60 days.

If team median is ...	And spread is ...	Action this week
	15)	
Green (≥ 75)	Wide (range > 25)	Individual coaching conversation with low-end outliers. Look for blocker-recovery patterns.
Amber (50-74)	Tight or wide	Environmental audit first. Calendar redesign + blocker-resolution loop. Re-audit after 30 days. Do not coach individuals yet.
Red (< 50)	Any	System-level problem. Treat this as an operating-model intervention, not a performance one. Bring in HR + Ops + Eng leadership before the next sprint.

One important note. The scorecard is composite — it averages five fundamentally different signals. An individual with a 70 driven by 20+20+20+5+5 is in a different situation from one with a 70 driven by 14+14+14+14+14. Always read the signal breakdown before the total.

STEP 07

Deployment Checklist

The audit you just completed is a one-week snapshot. Sustained measurement is a four-week rollout. Below is the order it should happen in — particularly the non-negotiable on Week 3 self-view.

WEEK 1 **Silent capture.** Agent installs. Nothing surfaced to employees. Nothing scored. The goal of week 1 is data quality, not insight. Calibrate context-switch thresholds per role (sales/CSM teams need a different switch sensitivity than backend engineers).

WEEK 2 **Baseline per employee.** First scoring pass. Manager-only view. Do not act on week 2 scores — they are noisy. Look for patterns at the team-median level, not at the individual level. Document calibration adjustments.

WEEK 3 **Dashboard launch + EMPLOYEE SELF-VIEW DAY ONE.** This is non-negotiable. Every employee on the platform can open their own dashboard and see exactly what the manager sees about their work shape — on the same day the manager sees it. This single design choice is what separates a productivity intelligence rollout from a monitoring rollout. Skip this step and the platform becomes a surveillance tool by default.

WEEK 4 **Manager training + appraisal-cycle integration.** Half-day session on reading the signals, what conversations they support, what conversations they do not support (the dashboard is not a substitute for the one-on-one). HR maps the five signals onto the existing appraisal template so the next cycle pulls year-round signal rather than recency memory.

Next step — talk to a human

If the audit surfaced something you would like another set of eyes on — the calibration, the team-rollup conversation, or the four-week rollout — book a free 15-minute walkthrough.

[Book a 15-min demo](#)[Start a free trial](#)[Read the source essay](#)

Companion **Google Sheets calculator** for the five signals will be sent in the follow-up email — it auto-computes per-employee scores from the worksheet inputs above.

Disclaimer. This worksheet is operational, not legal or HR advice. The benchmark thresholds reflect composite small-IT customer deployments across 25-300 employee Indian services shops in 2025-2026; calibrate to your team's role mix before treating any single number as a decision boundary. No real customer names or proprietary data are reproduced here — all examples are composite. For employment, monitoring, or appraisal-related policy questions, consult counsel familiar with your jurisdiction.
