



Smartphone Skill Assessment

Making Smartphones
& You Smarter



CreatingEdge





Smartphone Performance – Scale of 1-5

1. I limit my exposure to my smartphone – I can leave my office without it, don't need it with me & turn it off when not in use – I look at my smartphone sparingly.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

2. I don't take my phone into the bedroom of an evening and have at least a 60-minute break from my smartphone before planning to sleep?

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

3. When I attend meetings, I am fully focused & don't look at my smartphone until the completion of a meeting. I use it to set a reminder alarm 5 minute before completion.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

4. When I wake up in the morning, I have a routine which does not involve looking at my smartphone for at least 30 minutes?

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

5. I have no notifications on my home screen of my phone – I check the phone at a time suitable for me and do not respond to any banner or red circle notifications.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

6. My smartphone is my contact library. I regularly update contact details of colleagues & clients so I can call them on a regular basis to network or pursue opportunities.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

7. I track the time I spend on my smartphone & each app – I always seek to reduce the amount of time I spend on key apps & are very aware of time spent on the phone

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

Smartphone Skill Assessment V1.1



8. When not using my smartphone – I turn it off, place it in a drawer or face down to ensure I never randomly check my phone – I only check at a time that works for in my schedule.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

9. I am security conscious with my smartphone with lock screens, an encrypted password manager, I have unique passwords for every app & never leave phone unlocked

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

10. My phone home screen is very organized, I know where every app is, I have them all grouped into folders with other similar apps & are separated for Business & Personal use

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

TOTAL:

Result:

Add up your score from the 10 key elements of your smartphone

33-50 – You really need some support in how you manage your smartphone. Implementing the content of this Smartphone module will significantly enhance your performance on a daily & weekly basis – don't delay.

17-33 – Sounds like you are making good progress in managing your smartphone before it manages you. This Smartphone module is extensive & you will find additional steps you can take to have even greater performance. Whilst not critical, you may look at the options inside to take that next step on significantly improving your performance with your smartphone.

0-17 – Congratulations – you really are on top of managing your smartphone & working as productively as possible already. Whilst you may find elements of this module another level in enhancing your way of working, you appear to be already quite successful in managing your smartphone.