



Know Your Productivity Type

You control your time, it doesn't control you

Think about that statement and let it seep into your brain as you think about what your day would look like if you lived that way.

How would you treat appointments, tasks, errands, projects? Maybe you would have the freedom to feel amazing about what you accomplish each day and still have free time left over. You have the same 24 hours in a day as Einstein or Beyonce... so take ownership! if you want to get more done in the same amount of time and rock this thing called life, take control of your time.

Time blocking is exactly what it sounds like – blocking chunks of time to perform certain tasks. You're basically telling your time where to go like you do with your money when you invest it. But, instead of telling every dollar how it will be used before you earn it, you're telling every hour how it will be spent before it happens. It's taking ownership of your time, and in turn, taking ownership of your life. This is a key part in living on purpose with intention and focus, which is really important to me.

Follow the prompts in this workbook to help you figure out how to design your best life in motion. Don't worry, I am here to help and support you along the way!



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A spiral-bound notebook is positioned diagonally on the left side of the image. The cover of the notebook is white with a black spiral binding. The text 'TO-DO LIST:' is written in black, bold, uppercase letters at the top of the page. Below this, there are four numbered items: '1.', '2.', '3.', and '4.'. A small checkmark is visible at the end of the fourth item. To the right of the notebook is a white ceramic cup filled with a golden-brown liquid, likely tea. The cup has a small handle on the right side. The entire scene is set against a vibrant blue background with a wood-grain texture.

TO-DO LIST:

1.

2.

3.

4.

✓

Time Management

Time Management is simply the process of directing how much time is spent on certain activities.

The key is looking at your committed time versus your free time. Meaning, the time that you HAVE to do something versus the time that you can choose to do something in. Your committed time is the time spent doing the non-negotiables: work, workout, commute, carpool, church, kids activities, etc... Free time is the time you fill with things you do not have to do. So, step 1 write down your set hours. The times in which you and only you have to be somewhere or do something each day.

Productivity

Productivity is defined as “the effectiveness of productive effort, especially in industry, as measured in terms of the rate of output per unit of input.” Essentially, it is a measurement of efficiency. For some people, it’s simpler to view productivity in the currency of time. There are only 24 hours in a day, 60 minutes in an hour, and 60 seconds in a minute. If you live 60 years, you will have lived 525,600 minutes.

While you can lose and gain money, esteem, friends, possessions and more, the one commodity you can never get back is time. Improving productivity in your profession helps you get more accomplished in less time, allowing you more time to go about enjoying the 525,600 minutes you have.

Productivity in life is not simply doing something for the sake of getting it done. It’s about doing the right things at the right time to achieve maximum efficiency for your effort. Believe it or not, efficiency is sometimes about doing nothing at all. Taking a break. Recharging your batteries. Mentally preparing for what comes next.

The real key to remember is that everyone has unique needs when it comes to maximizing efficiency for optimal productivity. If your goal is to accomplish more in less time, then you need to make the following seven steps the foundation of your work week.

1. Know your productivity type.
2. Discover your peak energy time.
3. Prioritize
4. Time Block
5. Batch your tasks, theme your weeks.
6. Evaluate
7. Set Goals

Each step is essential for helping you learn to manage your time rather than being managed by the lengthy list of items on your to do list. You know, those never-ending lists that just grow overnight. Doesn't it seem like you cross off one item at a time but you add 3 more items in its place? This kind of rat race makes it seem like you will never catch up and never have time to relax. But as you learn more about your personal productivity needs, you will find that you are not only able to improve the quantity of work you accomplish in your day, but also the quality of work you accomplish.

How does this happen? You will learn how to make small tweaks to your work habits to improve your mood and your productivity. We will focus on learning to do certain tasks during the hours when you are most productive, focusing your attention in short bursts of time and scheduling vital downtime on your calendar so you have an opportunity to enhance creativity, boost energy, and get a greatly improved return on investment for your time.

Take the time to learn the ins and outs of each of these seven steps so you can take your business and career further than you've previously dared to dream possible.



Know your Productivity Type



THE FOUR PRODUCTIVITY TYPES

There are actually four different productivity styles seen in the workplace today. One of these likely applies to you. The more you know about your own productivity style, the better able you will be to find the right cues to keep you on task and on target throughout the workday.

THE PRIORITIZER

You prefer to stick to the facts. You like data, logic, and are exceptional at critical thinking. You are so focused on your tasks you may not invest much attention or effort on determining how the task is accomplished.

THE PLANNER

You are a detailed thinker who is always organized and thrives on detailed plans, lists, and order. You are well aware of deadlines and always make a to-do list at the end of your business day.

Once you figure out your peak energy and how to maximize your use of those hours you will be an unstoppable force. You'll know exactly what to do from your list and you'll feel empowered taking advantage of your peak work hours.

THE ARRANGER

You are an emotional being who thrives on working in groups, managing meetings, and creating and selling your ideas. You have a bubbly personality and would cringe at the idea of working alone; you need that personal interaction and you thrive in a group setting. You are thoughtful and encouraging to others and excel in team projects or when partnering with another person.

THE VISUALIZER

You're the one who needs to juggle multiple projects at any given time to maintain interest in anything. You're full of ideas and energy to begin projects, but often find completing them to be difficult. You keep an office that's nearly as cluttered as your mind and you love it there. If you have 15 piles of paper on your desk, you know exactly what's in each of those 15 piles.



Discover Your Peak Energy Time

Have you noticed that you seem to be more efficient at your job during certain hours of the day than others? Most people have times when all pistons are firing. During these times you are revved and ready to roll. You also have times when it's all you can do to keep your eyes open.

It isn't about your natural sleep cycles. Rather, it's about your peak energy times. Learning to identify those hours when you're most and least productive can help you arrange your workday so that you accomplish vital tasks when your energy is high and focus on more menial or administrative matters during hours of low efficiency.

Why are Peak Energy Times so Important?

Your primary mission, when working to improve productivity, is to identify your hours of peak performance and your hours of weak performance so you can use them both wisely. Trying to produce peak performance during hours when your energy is low and your attention divided is like trying to swim against the current. You make little forward progress and find that you're exhausted and frustrated as well. When you learn to work with your peak energy times rather than against them, you will begin to feel as though you're moving with the flow and the current is actually carrying you through some of your tasks for the day – even tasks you might ordinarily procrastinate taking on.

HOW DO YOU IDENTITY PEAKS AND VALLEYS IN YOUR ENERGY?

The first step in understanding your peak energy times of day is to observe yourself as you go about your day. During what times of the day do you feel more creative, energized, and ready to go?

Some people stumble into work in the morning in search of the nearest vat of coffee. Seriously, it takes that much to get them going while others seem to be chipper as little squirrels scurrying about. Don't you hate them? People in the earlier group are obviously not in their peak performance patterns during this early part of the day. It may take them a little more time to get going and ready to work.

While the latter group is off to the races and ready to topple dictatorships – or the latest technological issue, whichever presents the most complex problem. Needless to say, this group of people is operating at their peak efficiency in the morning hours. On the flip side, they are probably in a nearly comatose state once the 10:00pm news comes on television.

If you've never paid attention to these peaks and valleys before, start taking note of how you feel during certain parts of the day. Make notes in your journal or in a memo app on your phone. Also take note of how you feel after meal times because your diet can also play a part in your energy supply. After a few days of note-taking, you'll begin to notice a pattern and can learn to capitalize on those peaks.

CAPITALIZE ON YOUR PEAK ENERGY HOURS

Most energy spikes last approximately 90 minutes and some people will experience two or three peaks and valleys in a 24-hour period. Once you've identified your highs and lows, the key is to tackle the right tasks at the right time.

For instance, you want to tackle your most demanding tasks during the hours when you have the greatest amount of energy. Then you want to distribute tasks that require less energy during the times when your mental focus is divided and you are more easily distracted.

Arranging your tasks according to your peaks and valley will help you accomplish more in the same amount of time while also improving the quality of your work.

