

34 pages of
streamlined
productivity...
LESS is more!

Focus Sessions

A single focus session can help you stay on a consistent course of added productivity throughout your day. This is a great tool for busy moms in the Parenting Technology.

You've probably heard the old adage

Chapter Three

Your Peak Energy Time

The Planner

The one is detailed planner who is always organized on a daily basis, lists, and notes. The one with a deadline and always makes it for the list of the day.

Planners are not only for professionals, business, and with creative thinking or working outside the box. It's difficult to contribute to group planning because the way to think about the topic is often in a contributing idea or solution. Planners also have

The Arranger

The Visualizer

You're the one who needs to juggle multiple projects to increase interest. The one who is always keeping up with the day, but often has difficulty coming up with ideas for the day. The one who is always keeping up with the day, but often has difficulty coming up with ideas for the day. The one who is always keeping up with the day, but often has difficulty coming up with ideas for the day.

You are spontaneous, creative, and always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas.

When working with groups of people, the one who is always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas.

For the one who is always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas. You are always looking for new ideas.

How Focus Sessions

Energy Tracker

25

Energy Tracking Notes

Notes on mood, focus and energy level

Priority Matrix

Use this tool to help you prioritize your tasks and to help you stay on track.

Theme Ideas



Business Themes

Press The Rest Button

Batch Work & Theme Brainstorming

Identify Your Style

Check the ones that apply to you

- ☐ I am working in groups
- ☐ Managing multiple projects is to the
- ☐ I am organizing & encouraging others
- ☐ I am a natural leader
- ☐ I am working with others
- ☐ Eye contact is important to me
- ☐ I am concerned with how tasks will help & affect others
- ☐ I often explain concepts for others

☐ YES

TO DO

MON.
TUE.
WED.
THU.
FRI.
SAT.
SUN.



Every day, every week. You may not need to know, but you may need to know for everyone who is working for you. Make changes, make sure, and be the one who is always looking for new ideas.

Focus on creating your approach to the

- ☐ Doing projects & goals with doing your energy time
- ☐ Doing all in work during your energy time
- ☐ Stop doing projects, then
- ☐ Use your main calendar
- ☐ Spend your calendar with others. Be a team.
- ☐ Spend the day with others.
- ☐ Spend the day with others.
- ☐ Spend the day with others.

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Complete Workbook Productivity Guide

George O. Head, Jan Doster Head



Complete Workbook Productivity Guide:

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