

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 business or the Professional Technologist.

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 detailed plans, lists and notes. The one with no deadlines and always makes it for the list of the day.

Planners are not very spontaneous, however, and with creative thinking or working outside the box, difficult to contribute to group planning because they are more likely to think about the topic in depth.

contributing ideas or solutions. Planners also tend to...

The Arranger

The Visualizer

You're the one who needs to juggle multiple projects to increase interest. Your list of ideas and long-term projects, but often have difficulty coming to a final decision on which project to pursue. You are often in a state of flux, and projects going in and out of your focus.

You are spontaneous, creative thinker and can see the big picture and see the potential. You can easily see the need to focus on the end result in order to see which lead up to that end result.

When working with groups of people, Visualizers are great at this. They are organized & Visualizers also often like to enhance the project and are quick to see the potential.

For Visualizers, listening skills and hearing needs to be met. They are often growing the focus and...

The Organizer

Identify Your Style

Check the ones that apply to you.

- ☐ I like working in groups
- ☐ Managing multiple projects tends to be the focus of my work & encouraging others
- ☐ I am a natural multitasker
- ☐ I like 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

Press The Rest Button

Theme Ideas



Business Themes

Batch Work & Theme Brainstorming



Every day, every week. You may not need to focus, but you may need to be working for everyone who is working for you. Make changes, make results, and be the driving force in the process.

- Focus on creating your approach to the...
- Doing projects & goals with during peak energy times
- Doing all in work during peak energy times
- Stop doing important items
- Use your main calendar
- Send you calendar with others
- Send tasks
- Remember your goals
- Remember your tasks
- Set the deadline for every day

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