

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 another thing 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. The one who is always keeping projects, but often have difficulty moving from one to the other may be a visualizer. You are always and projects going to be done. The business is your idea.

You are spontaneous, creative thinker and can see a concept and see how it changes. You can easily see how to see it as the end result is dependent on what kind of it that will result.

When working with groups of people, Visualizers are good at they want original & creative ideas, often ideas to enhance the project and are quick to see

the Visualizers, listening skills and hearing needs. Visualizers are those without growing too focused on

The Visualizer

Identify Your Style

Check the ones that apply to you.

- ☐ I like working in groups
- ☐ Managing multiple projects easily to the time scheduling & encouraging others
- ☐ I am a natural communicator
- ☐ I love 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 business.

- ☐ I need to create a new approach to my business
- ☐ Doing projects & goals with doing peak energy times
- ☐ Doing all in work during peak energy times
- ☐ Stop doing business items
- ☐ Use your main calendar
- ☐ Spend the weekend with others. Build relationships
- ☐ Spend the week with others. Build relationships
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Monthly Labor Review, 1973 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews **Proving and Pricing Construction Claims** Robert F. Cushman, John D. Carter, Douglas F. Coppi, Paul J. Gorman, 2000-12-01 The most useful definitive resource available on every aspect of construction claims including how to present the claims how to calculate and prove the amount of damages sustained and how to prove liability It even covers the clauses that should be in every construction contract You ll get comprehensive coverage of all the important issues delay claims differing site conditions claims claims for lost profit international claims and much more Includes a variety of winning strategies practice tips and helpful checklists to minimize damages and maximize collectability **Construction Manual: Concrete & Formwork** T. W. Love, 1973 Concrete as a building material Concrete mix compounds Proportioning concrete mix Excavation Laying out the building Design of concrete forms Form materials and how to use them Construction of pier and footing forms Construction of foundation wall forms Formwork for openings in concrete walls Formwork for steps Formwork for floors and sidewalk slabs How to make beam and girder forms Forms for arched openings Handling and placing concrete Finishing concrete Curing and patching concrete Effects of temperature Reinforced concrete construction Precast concrete Cleaning concrete and masonry methods Appendix A Method of making slump test for consistency of Portland cement concrete Appendix B Estimating quantities and labor hours for concrete forms and reinforcing Exploring Microsoft Office 2003 Volume 1 Phit Tips Excel 2002 PRENTICE, Pearson Education Staff, 2003-04 1000 1990, AutoCAD Tips & Tricks George O. Head, Jan Doster Head, 1995 Updated to reflect advances in Release 13 for Windows this top selling guide covers the many techniques and shortcuts that can simplify AutoCAD and make users more productive Well organized chapters and subchapters lead readers to the exact issues they want to address A comprehensive table of contents and cross index provide easy access to multiple entries for the same topic Disk includes valuable utilities and AutoLISP routines *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office, 1962 Includes Part 1 Number 2 Books and Pamphlets Including Serials and Contributions to Periodicals July December *The Book Buyer's Guide*, 1969 **Books in Print**, 1994 PHIT Tips Excel 2003 Prentice Hall, 2004-02 PHIT Tips are valuable laminated reference cards for students to use during and after their course Brief colorful and highly illustrated laminated cards that show students how to perform the most common tasks in Office 2003 and other computer related topics *Food and Nutrition Quarterly Index*, 1987 **The Source**, 1991 *School Shop*, 1981 **The Cumulative Book Index**, 1999 **Get Sh*t Done** Jeffrey Gitomer, 2019-11-06 Discover the lost secrets of accomplishment and achievement Do you want to do more accomplish more Of course you do everyone does So what s stopping you Get Sh t Done not only shows you what s preventing you from daily achievement it provides the tools and the strategies to help you get to where you want to be Get Sh t Done is much more than just the title of this book it s the method that unlocks the

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