

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 homeschool, workplace.

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 detail, contributing ideas as additions. Planners also tend to

The Arranger

The Visualizer

You're the one who needs to juggle multiple projects to increase interest. You're full of ideas and are keeping projects, but often have difficulty moving from one to the other. You may be a natural organizer and project manager, but you're not sure how to get it done. You have a lot of ideas.

You are spontaneous, creative thinker and can see the big picture and see the end result. You can easily see the end result of the end result, but you're not sure how to get it done.

When working with groups of people, you're often the one who is the most organized. You're often the one who is the most organized. You're often the one who is the most organized.

For Visualizers, listening skills and hearing needs to be met. You're often the one who is the most organized. You're often the one who is the most organized.

The Organizer

Identify Your Style

Check the ones that apply to you.

- ☐ I like working in groups
- ☐ Managing multiple projects easily to the point of organizing & encouraging others
- ☐ I am a natural organizer
- ☐ 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 strongest person in the room.

- ☐ Focus on one task at a time
- ☐ Doing projects & tasks while doing peak energy times
- ☐ Doing all in work during peak energy times
- ☐ Stop doing background items
- ☐ Use your main calendar
- ☐ Spend less time with others. Be a solo.
- ☐ Practice your work habits
- ☐ Practice your work habits
- ☐ Use the "one task" every day

PRODUCTIVITY GUIDE & WORKBOOK

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Complete Workbook Productivity Guide

Patrick Vollmar



Complete Workbook Productivity Guide:

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