

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 detail.

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 move from one to the next and see how to move from one to the next.

When working with groups of people, Visualizers are great if they want to be organized. Visualizers are often able to move the project and see how to move from one to the next.

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

The Visualizer

Identify Your Style

Check the ones that apply to you.

- ☐ I am working in groups
- ☐ Managing multiple projects easily to the
- ☐ I am organizing & encouraging others
- ☐ I am a natural communicator
- ☐ 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

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.

- ☐ Focus on creating your approach to the business
- ☐ Doing projects & goals with during peak energy times
- ☐ Doing all in work during peak energy times
- ☐ Stop doing business items
- ☐ Use your main calendar
- ☐ Spend the weekend with others. Be a team.
- ☐ Spend the week with others. Be a team.
- ☐ Spend the week with others. Be a team.
- ☐ Spend the week with others. Be a team.

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Prentice Hall



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