

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.

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 visualizer and often have a lot of ideas and projects going on at once. You become an idea man.

You are spontaneous, creative thinker and can be a planner and work on change. You can easily be distracted by focus on the end result in response to which lead up to that end result.

When working with groups of people, Visualizers are good at they learn quickly & Visualizers also often like to enhance the project and are quick to see the big picture.

For Visualizers, listening skills and hearing needs to be met and those without growing too fast and too

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 company.

- Focus on creating your approach to the
- Doing projects & goals with doing 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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SJ Ball



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