

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 or contributing ideas in addition. 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 home and/or office may feel cluttered because you always end projects going to the end. The business is your idea.

You are spontaneous, creative thinker and can use a manager and schedule changes. You can easily be distracted by focus on the end result or dependent on which lead up to that end result.

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

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

## Visualizer

## Identify Your Style

Check the ones that apply to you

- ☐ I like working in groups
- ☐ Managing meetings tends to be to the
- ☐ I like organizing & encouraging others
- ☐ I am a natural communicator
- ☐ 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 business.

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

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**Camilla Rothe**



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*Cumulative Book Index* ,1959

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