

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 depth, 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 visualizer and often use pictures and projects going to the end. You focus on your ideas.

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 can see how to move from one to the next.

When working with groups of people, Visualizers are good at this because they are able to see the other to move the project and are quick to see the other to move the project and are quick to see the other to move the project.

For Visualizers, listening skills and hearing needs to be the first step in the project and are quick to see the other to move the project.

The Visualizer

Identify Your Style

Check the ones that apply to you.

- ☐ I like working in groups
- ☐ Managing multiple projects easily 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 strongest person in the room.

- Focus on one task at a time
- Doing projects & goals with daily energy time
- Doing all in work during work energy time
- Stop doing important items
- Use your main calendar
- Send you calendar with others
- Send tasks
- Remember your goals
- Remember your tasks
- Set the deadline every day

PRODUCTIVITY GUIDE & WORKBOOK

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RC Schank



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