

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 want to be able to think about the topic in depth. Contributing ideas in addition, planners also want

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 be cluttered because you always end projects going to the next. The focus is on your idea.

You are spontaneous, creative thinker and can be a dreamer and someone who 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 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

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 love sharing 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

Batch Work & Theme Brainstorming

How Focus Sessions

Energy Tracker

Energy Tracking Notes

Notes on mood, focus and energy level

Priority Matrix

Theme Ideas



Business Themes

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Prentice Hall



Complete Workbook Productivity Guide:

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