

Set Your Sail with Perception Coaching

March into Productivity

**Identify task
Seek options**

Set Your Sail 1.5

**Right work
Commit**

Set Your Sail 1.6

**Make a plan
Get started**

Set Your Sail 1.7

Talents in Mind

Think about a recent project; which talents contributed to each step of the process?

Reflection journal (pages 3 and 4) focus on how your talents help you get started!

**Throughout March
we will explore
strategies to get
the right things
done right!**

EXPLORATION

Organize your *to do list*

1. *Important projects*

2. List subgoals

3. Prioritize order

4. *Routine tasks*

5. Create a check list

6. Add to existing habits

Seek Options

1. Timing

2. When is it needed?
What can happen
next?

3. Stakeholders

4. Who needs to know?
Who can help?
Who will benefit?

5. Resources

6. What is needed?
What do we have?
How will we coordinate?

Pages 3-4
provide
talent-
focused
reflection

When we spend some of our day on urgent tasks, or *putting out fires* it often disrupts our productivity plans.

A *to do list* is especially effective to balance important and daily tasks thoughtfully, and recover from disruption.

Breaking down important, complex tasks and creating habits for repetitive tasks will support your focus on priorities!

ORGANIZE THE *TO DO LIST*

**Which of your talents
help you prioritize or
select items for
productivity?**

My Project List

To do

Newsletter plan

Marketing plan

Scorecard drafts

Govt contractor list

Woman owned biz cert

Website alignment to do list-reduce slider size?, focus on
orgs, well-being, productivity, innovation

Bookkeeping processes

Achiever®

(CliftonStrengths®)

My daily goals are habits kept in my head. They include email and social media read/respond, time for well-being, and keeping my schedule up to date. I can't help but do the things on my internal list; it is in my nature.

For me, projects are added to a list I check when I am not in the midst of working my **ONE IMPORTANT THING** for the week-my talent/need for *deep thinking* drives this area of productivity!

**Organize your to do list(s)
to meet your needs, your way
of doing!**

A *talent* is a pattern of doing, thinking, or relating, which comes naturally.

SEEK OPTIONS

Daily productivity

When I think about the things I *want* to occupy my day, I know time outside is key for me-every day! Both physical and mental benefits occur with my habit to walk or run outside daily. I regroup, focus, renew, and/or burn stored energy. Multiple benefits made this option the best option!

Productivity requires a goal, resources, and may require experimenting to find the right purpose or partners. Also, consider how your talents work with tight deadlines, flexibility, and decisions to help find creative solutions to productivity challenges.

ASK YOURSELF
Which of your
talents support
options or different
types of
productivity?

We support your organization's
efforts to productively show your
talents!

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