

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

Your Talents in Mind
Which talents help you:

Know what's important?

Prioritize tasks?

Commit to action?

Do the work?

Reflection (pages 3-4)
focus on doing the
work!

**Here is the wrap up
of this productivity
series.**

**Next focus:
motivation!**

TALENT

@perceptivate

EXPLORATION

Get started

1.

What does progress look like?

?

Identify subgoals. What does done look like?

2.

Ensure resources meet needs

?

Materials and time
Talents
Staff

3.

Take action

?

What needs to happen first, to make progress?
Do it!

Goal set
Plan made
NOW
Get started
Take action

Once you have a goal, how do you prefer to 'act'?

NOTE: Energy and motivation are topics coming next month!

If you know it is the right thing to do, aligns with your values, yet take action is still a barrier, consider how your talents relate to the task!

Once we commit to a project. How it is started varies greatly- from *act and adjust* to *plan and push through*, and more! How we get things done is personal and reflects our natural talents- our barriers to productivity also stem from our talents. To be more efficient and/or effective (depending on your goal) requires awareness of your current productivity talents, resources, and needs.

WHAT IS PROGRESS

Which of your talents help you see the steps for productively moving toward a goal?



I see progress when I add or connect new perspectives. I make progress visible by changing colors or style!

Picturing productivity success

What does done look like? Imagine the best outcome, which aspects of present reality changed? What are the most significant changes? Is there an order in which these changes must occur?

What may be the easiest changes/wins?

Backwards planning takes the vision and creates steps to make it happen

Set aside time and space to focus on making progress.

Leverage your talents:

**actively think about

strategies and how

effectively they move the project forward

**aim your energy at

project-relevant tasks.

What goal is on your mind?

What circumstances will set you up for success?**

**Consider your preferences/talents for information, working with others, and task management

RESOURCES FOR PRODUCTIVITY

Inventory your
resources.
Using your talents will
fuel productivity!

What we have

- talents for getting things done
- talents for thinking and planning
- talents for understanding others
- consistency or flexibility that works for me
- variable quantities of resources

Resources needed varies by project

- time
- space
- attention
- skills
- competency
- material(s)
- access
- support
- energy
- caring
- ...



Understanding what you
bring to the table and
what you need sets you
up for your next
productive step!

ASK YOURSELF
What do you have
that meets
productivity needs?
What may others
provide?

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