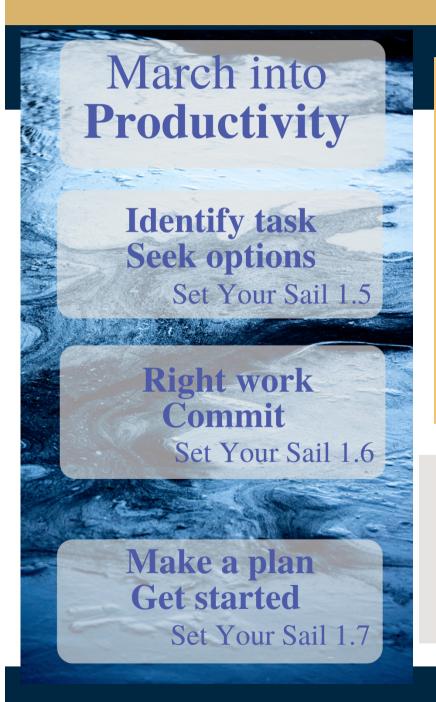
# Set Your Sail with Perception Coaching



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!

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 needs to happen first, to make progress

#### 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
- ...



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! perceptioncoaching.org

