

Set Your Sail with Perception Coaching

Productivity check list

Expectations
are clear

My contribution is
meaningful

I know how to do
what is expected

I have what I need
to succeed

I know the next
action to take

I know what to do if
a barrier appears

Your Talents in Mind

Which talents help you to face challenges to productivity?

Reflection pages 3-4 focus on your needs and preferences when it comes to getting things done!

Previously we focused on doing the right project. What do you need to continue to be productive?

TALENT EXPLORATION

@perceptivate



As a project proceeds, sometimes we lose our way. Use the page 1 checklist to verify you can do it.

Set yourself up to 'act' to reach your goal

In our next issue we will explore systems to support productivity

If you can do it, yet action is still a challenge, consider how your talents and needs relate to the task! Go to pages 3 + 4 to start your productivity formula

When knowing what to do does not inspire action, explore how the environment meets your needs. Productive work environments can welcome diversions to vary energy, or control distractions to encourage depth of thought. 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 productivity talents, resources, and needs.

ENERGY FOR PRODUCTIVITY

Which of your talents are energized by productively moving toward a goal?

Set aside time and space to focus on making progress.

Leverage your talents:

**actively think about talents which effectively move projects forward

**aim your energy at project-relevant tasks.

Finding energy for productivity

Select one or two energy sources which have worked for you:

- find flow, next steps keep coming
- stretch or walk to think and center
- talk to someone about the work
- music provides a rhythm for work
- use standing desk or balance ball
- take frequent breaks
- focus on or immerse in the work
- picture the results of efforts
- snacks, outdoors, other?

Which energizers set you up for success?

Write them down!

Do interactions with others support or distract your work? See our next page to process!

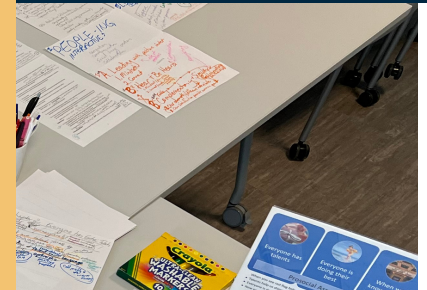
MANAGING PRODUCTIVE SPACE

Your talents influence how you relate to space, resources, and interactions. Find the right place and jumpstart productivity!

Work spaces often dictate how we interact with our work, as well as access and store our resources. What are your preferences if given the following pairs as choices?

- clear work area
- all relevant materials visible
- process or system to use
- clear vision of the goal state
- collaborative environment
- personalized individual workspace

Think about places you have been exceptional productive. Describe the attributes that supported you.



Understanding what you need sets you up for your next productive step!

ASK YOURSELF
What space meets
your productivity
needs?
Write down your
favorites!

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

