

Leadership  
Boost

# Productivity Challenge



Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Efficiency is doing the thing right.  
Effectiveness is doing the right thing.*

Peter Drucker



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*Don't mistake activity for achievement.*

John Wooden

*Who has modeled this well for you and what was the impact?*

## Assumptions

### Busy

Engaged in action, full of activity

Non-sustainable

Example:

*If I am not busy I must be lazy!*

### Productive

Yielding results; effective

Sustainable

Example:

*If I have free time something must be wrong!*

*What assumptions do you find yourself making?*

## Beliefs

"I can" vs "I can't"\*

❖ *I can't own my schedule...*

❖

❖

❖

❖

❖

\*Limiting Belief

A state of mind or belief about yourself that restricts you in some way; holding you back from living a healthy and productive life.

## chro·no·lo·gy

krə'nälājē NOUN Greek

: the measure of quantitative time or an exact time

: the arrangement of events or dates

## Daily Allotment of Time

24 Hours in a day

1,140 Minutes in a day

86,400 Seconds

Possible Responses: *"I'm overwhelmed by all I have to do today!"*

*"If only I had more hours in the day!"*

*"I could work around the clock and still not get it all done!"*

*"I try to stay on top of it all, but I only have so much time!"*

## The Challenge



### **kai·ros**

kīrās NOUN Greek

: *the measure of qualitative time*

: *a time when conditions are right for the accomplishment of a crucial action*

: *the opportune and decisive moment*

? This begs the question...

*Productivity vampires are the forces that prevent you from being able to accomplish what you want to accomplish and that interfere with your level of productivity.*

Shawn Doyle, *Jumpstart Your Productivity*

### What are your Productivity Vampires?



**If we want to be successful, we need to think, plan and act in ways that generate success.**

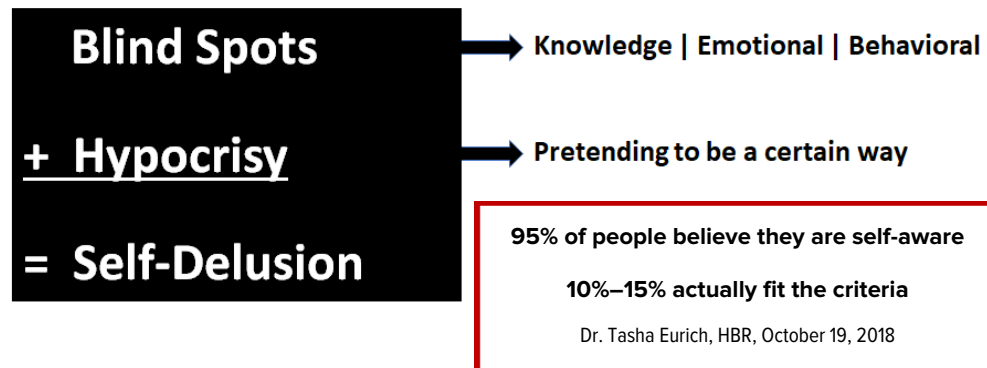
“Self-awareness is the meta-skill of the 21st Century.”

Tasha Eurich, Insight

### Realities Around Self-Awareness

- the ability to see ourselves clearly
- to understand who we are
- how others experience us
- how we fit into the world around us

### Unawareness Equation



*When we become willing to monitor our hypocrisy, we discover that intense personal shame drives us to close our integrity gaps. Accepting the truth about our hypocrisy helps us to transform ourselves and others.*

Robert E Quinn, *Building the Bridge As You Walk On It*

## Transformational Leaders seek to be Self-Aware and Self-Manage

Am I willing to do the hard work of **self-discovery** and **shared-discovery** so that I can face my blind spots and hypocrisies, thereby helping me show up more authentically for myself and for others?

*It takes courage to humbly but compassionately accept ourselves.*

Tasha Eurich

## Practices to Support Us Facing the Truth About Ourselves

What are your practices to better self-discovery?

Self-Discovery

What are your practices to better shared-discovery?

Shared-Discovery

### Commitments to Self-Management

*Why might the HEART be the "epicenter of healthy and productive behavior?"*

## Morphing Dynamics

The process of intentionally doing the internal work of transformation

### EQ: Morphing Dynamics

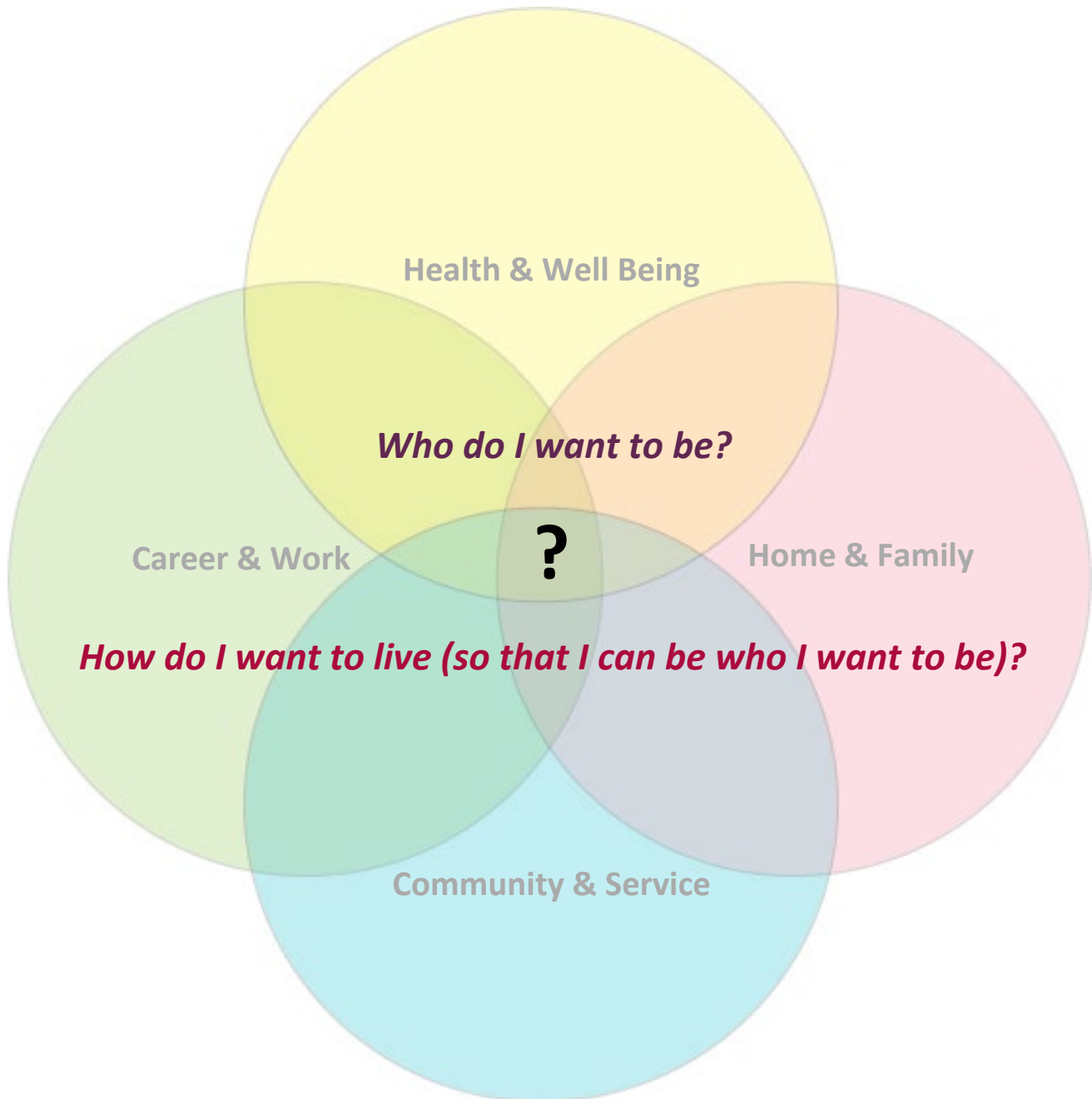
- Self-awareness: see myself clearly
- Self-management: bringing my best self
  - Authentically showing up
  - REACT vs RESPOND

### SQ: Morphing Dynamics

- Social Awareness: committed to team cohesiveness and developing empathy skills
- Prosocial: positive, helpful, intending to help or benefit others (especially in a team setting)



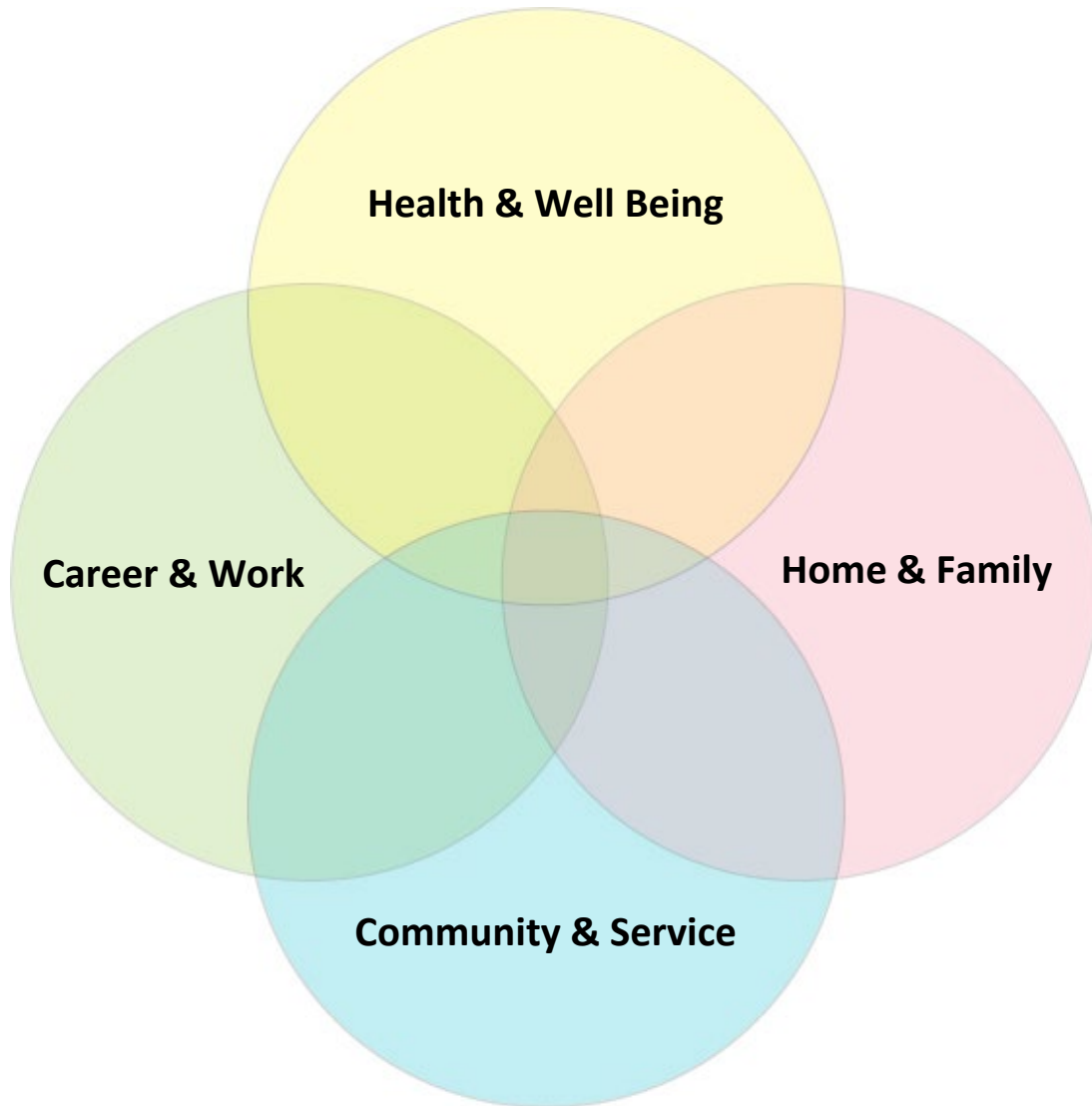
**Goal: A Healthy & Productive Life**



**Possible Indicators I am not Well Grounded:**

- I become more critical and resent others who are having fun.
- I am feeling exhausted and resentful, saying things like , "I HAVE to do \_\_\_\_\_."
- I am irritable with others and apathetic toward my goals.
- I procrastinate by ruminating internally and blaming others for my circumstances.
- I become more rigid with boundaries and scattered in my thinking.
- I start to avoid and distrust others, therefore I do work to stay busy.
- I am easily frustrated with others and critical of myself.
- I become more secretive and more isolated from my inner circle.
- I become almost sloth-like and feel anxious about my circumstances.

## ***Goal: A Healthy & Productive Life***



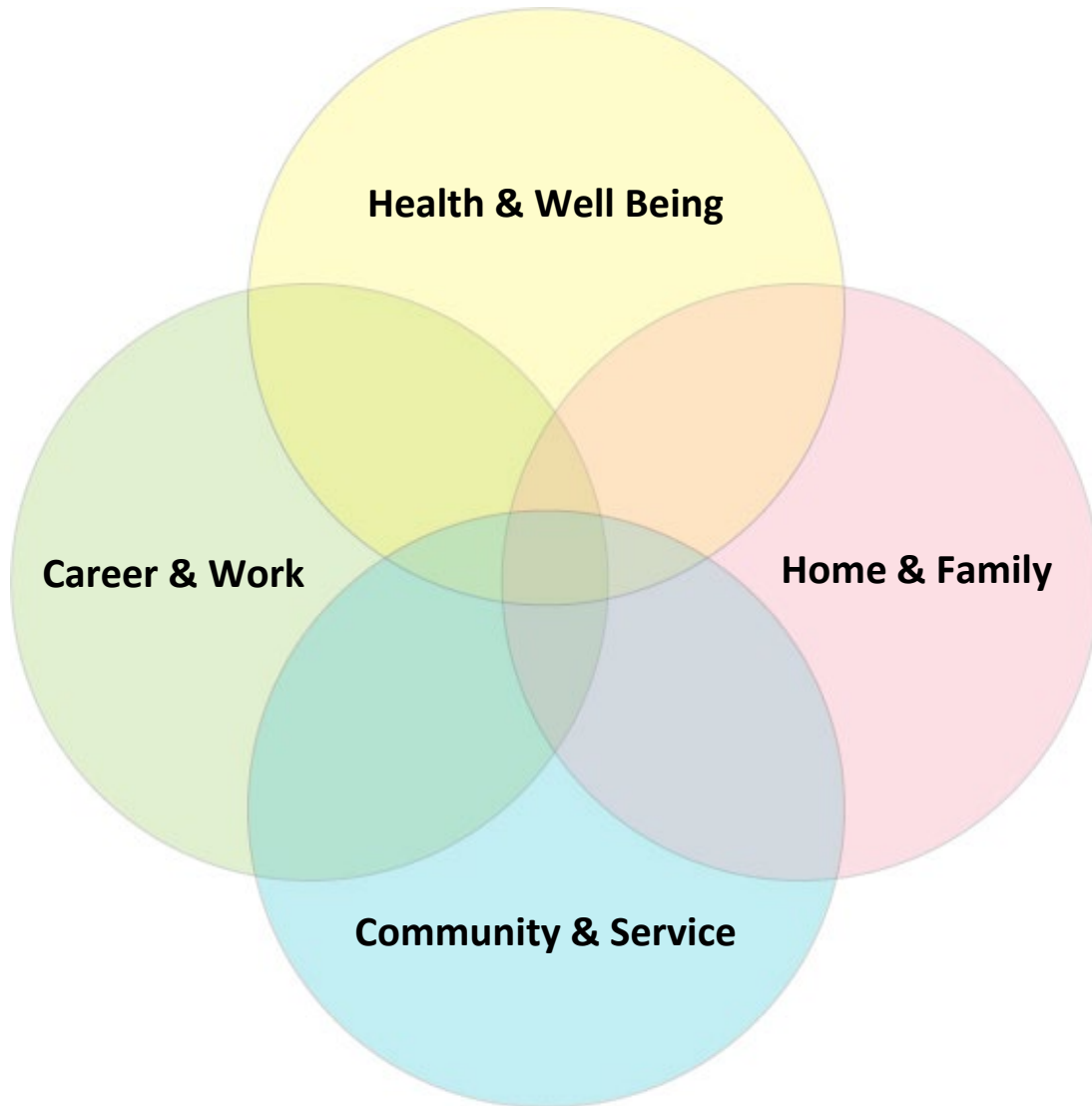
## **Strategies for a Healthy & Productive Life**

Individually Applying the Right Effort (Energy) in areas of:

- Self-Awareness
- Self-Management
- Setting Boundaries around Values, Priorities, Time Management

*Exercise: What principles and practices can you put into practice in each Sphere*

***Goal: A Healthy & Productive Life***



**Strategies for a Healthy & Productive Life**

Leaders Establishing the Right Work Culture:

- Model a Healthy & Productive Life
- Provide understanding and coaching around "human-centric" work options
- Support growth opportunities
- Build a sense of community

*Exercise: What principles and practices can leaders put into practice in each Sphere?*



*Time is not a factor.  
Quality, making progress, and accomplishing your goals is.*

Paul B. Brown, *Forbes*

## Activities Exercise #1

Think of a normal week.

List your top 3-5 activities that fulfill your Role and Responsibilities; thereby yielding results.

Top 3-5 Priorities
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What are your challenges in fulfilling them?



When it comes to your time management What is your impression of applying the principle of START and STOP doing?



Stop Doing



Start Doing

## Activities Exercise #2



Stop Doing

**Multi-Tasking:** It just doesn't work. Studies prove it! We need to understand why, recognize the cost to trying and uncover the power of focus to get more done.

**Reacting to Emails:** Reduce your time spent in email to gain more time to proactively move projects forward.

**Setting Ineffective Goals:** Making broad, general statements about what you want to get done isn't enough. Get specific to give yourself direction and inspire action.

**Random To-Do Lists:** Having one task management system to capture, track and remind you of your priority work is a time and stress saver.

**Working in a Chaotic, Cluttered and Disorganized Workspace:** When your work space is disorganized, you will waste precious time and energy looking for items you know you have but can't find.

**Holding or Attending Ineffective Meetings:** When a meeting isn't necessary, relevant and productive, it is an expensive waste of time.

**Trying to Do It All Yourself:** When everything is a priority, nothing is a priority.

What "beliefs" do you need to change to STOP DOING some activities?

## Activities Exercise #3



Start Doing

Be very clear on Role & Responsibilities

Taking time to plan

Committing to 3-5 Priorities (To Do's)

Check-In with Direct Report on competing Priorities that arise

Learning that every "yes" is a "no" to something else

Taking Habitual breaks away from your desk (15 min walk)

Lunch break away from your desk (30+/- min)

Practice positive self-talk

Monitor your self-care habits and set boundaries: sleep, movement, healthy eating, media use, etc.

Connect with people

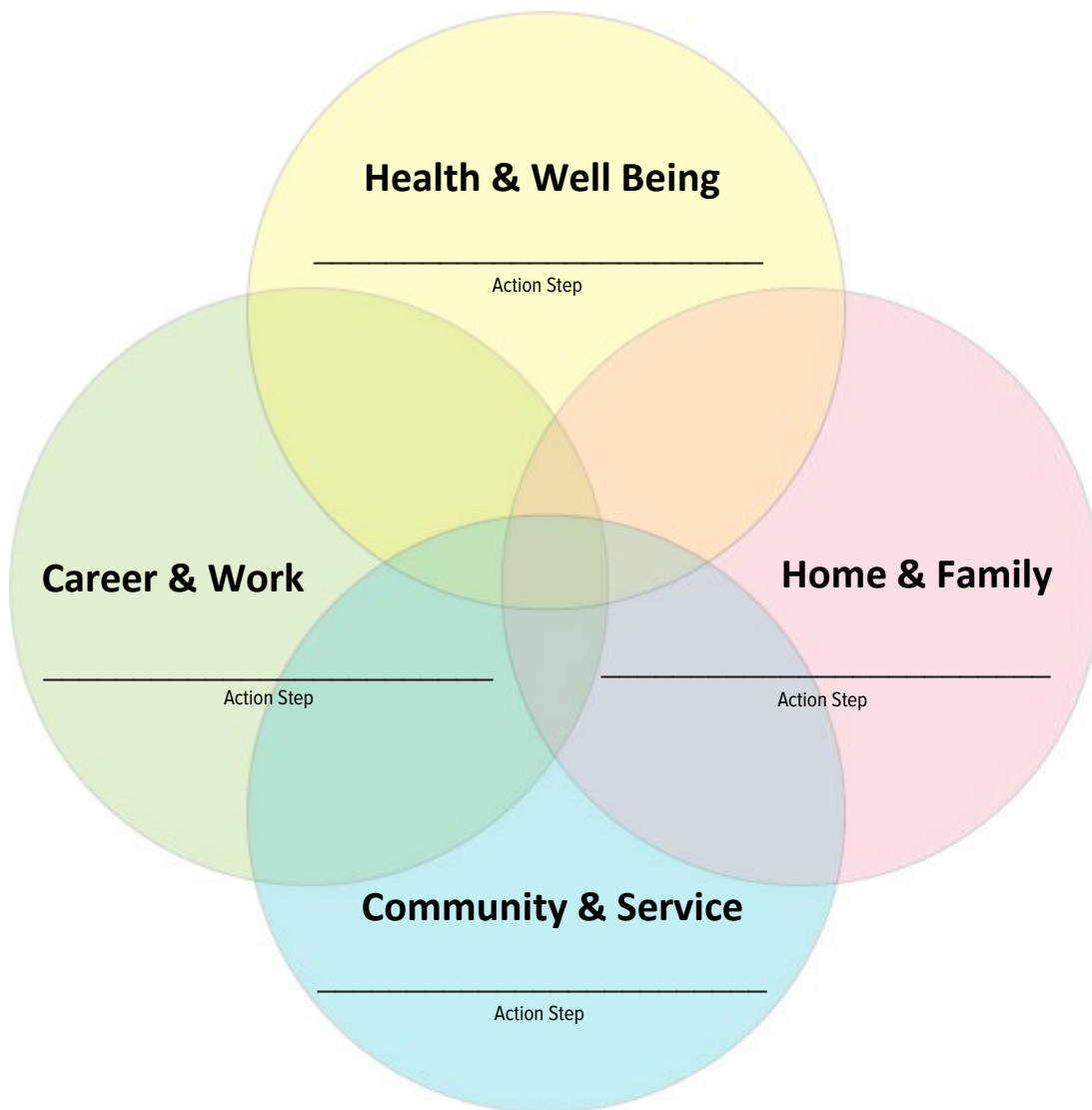
**What "beliefs" do you need to change to START DOING some activities?**

## Goal: A Healthy & Productive Life

### Making Small Decisions to Reset Your Brain

to learn more read *The Five Resets*, Dr. Aditi Nerurkar

#### Action Step for Each Sphere



## Urgent | Important

Former US President Eisenhower used the "Eisenhower Principle" to organize his tasks.  
*What is important is seldom urgent and what is urgent is seldom important.*

Dr Stephen Covey expanded upon it in his book, *The 7 Habits of Highly Effective People*

**Quadrant 1 - Crises - URGENT and IMPORTANT**

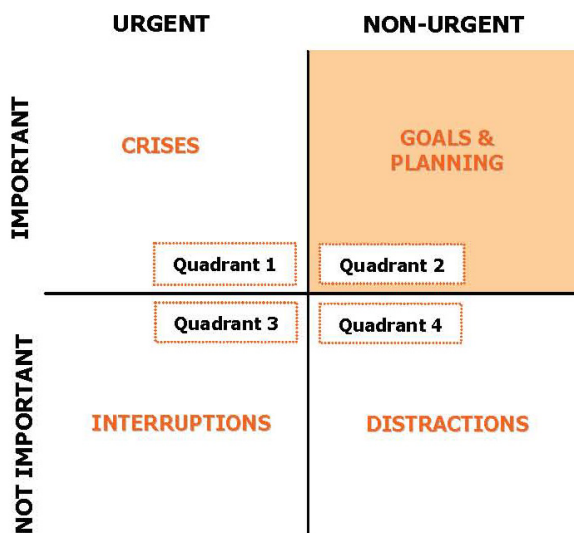
**Quadrant 2 - Goals and Planning - NON-URGENT and IMPORTANT**

**Quadrant 3 - Interruptions - URGENT and NOT IMPORTANT**

**Quadrant 4 - Distractions - NOT URGENT and NOT IMPORTANT**

Urgent Tasks: cause you to react, you stop what we're currently doing and work on the urgent task instead.

Important Tasks: lead towards the overall mission or goals and these key actions often require planning, organization and initiative.



**What would adopting this mean for you?**

**What obstacles might you face?**