



## Leave the Office Earlier!

GET MORE DONE IN LESS TIME  
AND FEEL GREAT ABOUT IT!

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The Productivity Pro®

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## Topic 1: Focus on the Value in Your Work

- ROI is defined as the profit realized from a resource minus the original and ongoing investment.
- PROI (Personal ROI) measures the value realized from an activity, expressed as a ratio of your time investment compared to the result achieved for the organization.
- Your company provides a salary, benefits, vacation, insurance, training, education, sick time, personal stability, experience. What do you provide in return for that investment?



### Questions to Help You Discover Your Buckets

1. Which of your talents or skills really distinguishes you from your peers? What are you really good at?

2. How do you personally help your organization or clients achieve their goals?

3. What do you need to do before you leave the office or shut down for the night to feel good about what you've accomplished?






## Topic 2: Reduce Time Wasters

Good questions to identify low-value activities and tasks:

1. If I didn't do this at all, would anyone notice?
2. Is this task providing ultimate value to my customer (I know for sure my customer values it), or is it just an internal process with no value?
3. If I made a list of my top three responsibilities and asked my manager to do the same, would our lists be identical?
4. If I were reporting to my manager or my team about my key accomplishments or performance this month, would I mention this task?
5. If your workplace were an emergency room, and you were the triage nurse, and this activity walked through the door, would you drop everything to take care of it?
6. What if you suddenly had unlimited budget. Could you hire someone else to do the task?
7. You have been given the opportunity to lead a strategically important, key initiative, on a volunteer basis, for six months. Out of necessity, what would you stop doing?
8. If a well-meaning colleague saw you struggling for time and said, "Let me know if there's anything I can do to help you out," what could you immediately and gratefully off load?
9. What task makes you feel like throwing up when you're faced with doing it?
10. What do you want to do more of that you're not doing?

## Topic 3: Prioritization

### Five Common Prioritization Patterns

-  By what you FEEL like doing
-  In the order in which tasks appear
-  Based on who's screaming the loudest
-  As you think of things
-  By the order of the sticky note

**What Could We Do as a Team to Help Each Other Focus on Priorities?**

## Topic #4: Distractions

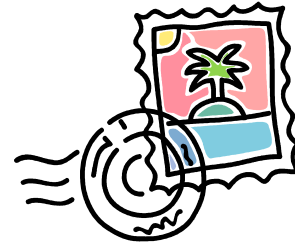
### Butterflies:

- Ineffective distractedness
- Created by default
- Randomly flits from task to task
- Has the sensation of working very hard but not completing anything



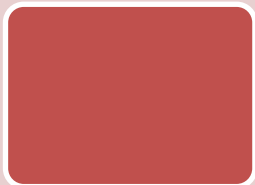
### Postage Stamps:

- Effective juggling
- Created by design
- Sticks to one thing until it gets there
- Makes sure to complete the most important things without being distracted

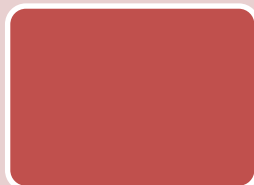
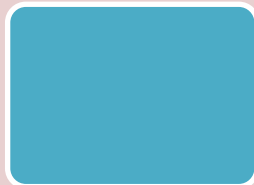


## Overcome the Four TYPEs of Distractions

**T**echnology



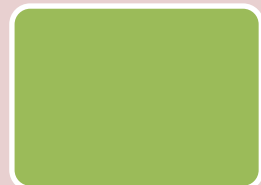
**Y**ourself



**P**eople



**E**nvironment



## Goal Setting

“What challenges am I having around these areas? (GOALS)?”

## Action Planning

“What has changed for me since attending this webinar today (AH-HAs)?”

“Here’s what am I going to do to ensure that real change actually does take place in my life (ACTION).”