



Break Free: Productivity Workbook

Nan McKay

Contents

NAN McKAY CONNECTS LLC.

Action Step 1. Productivity Styles.....

Action Step 2. Shiny Object Syndrome Blocker.....

Action Step 3. Decision Blocker.....

Action Step 4. Communication Blocker.....

Action Step 5. Conflict Blocker.....

Action Plan 6. Delegation Blocker.....

Action Plan 7. Strategy.....

Action Plan Step 8. Goals.....

Action Step 1. Productivity Styles

1. Did you take the productivity quiz?

2. What was your primary style and your primary blockers?

3. Review the 4 e-books on Productivity Styles. List the people with whom you work closely. Ask them to take the quiz. What is their productivity style?

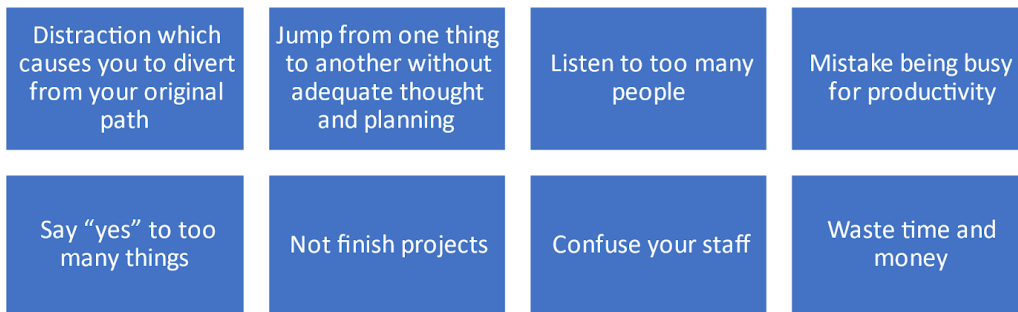
4. How could this information be used in your business and personal life?

Question 1: <https://quiz.nanmckayconnects.com/sf/ae436166>

Action Step 2. Shiny Object Syndrome Blocker

1. If this is your primary blocker, review the slide and circle the symptoms below that are applicable to you:

Shiny Object Blocker



18







2. Which symptom is the most common to you?

3. What effect do you think this is having on people around you?

4. What could you do to work on this blocker?

5. What effect could it have if you mastered the mitigation of the blocker?

6. Which risk is greatest to you? -----

-  Losing your focus
-  Not completing what you are working on
-  Getting mixed messages from coaches and advisors
-  Confusing staff when priorities change
-  Staff not as excited as you are– makes their current work seem irrelevant
-  Shiny object can be your enemy



7. Which of the 4 keys to busting SOS will you incorporate? _____

4 Keys to Busting SOS



SET MEASURABLE
GOALS



PLAN BEFORE YOU
LEAP



USE FACT-BASED
ACCOUNTABILITY



FOCUS

20

FOCUS



Focus on your goals



If you aren't making real progress toward achieving your goals, increase your accountability with facts and focus on getting what you started, finished.



Don't give up on what you are doing too fast. Have you really given it time to work?



Don't jump from one thing to another because it looks like fun and you know you could do it – and you love change and new things to do.

24

8. What can you do to help others with this style be more productive?

Action Step 3. Decision Blocker

1. If this is your blocker, do you make decisions too fast or too slow?

2. If you are a Lion, which actions will you take to be more productive?

Decisions Too Fast, Lions

- ▶ Slow yourself down and don't race in a direction that can take you over a cliff
- ▶ See it in your mind's eye first
- ▶ Know your plan will work before taking action



3. If you are a Flamingo, what actions will you take to be more productive?

Decisions Too Fast, Flamingos

- Can easily sell an idea with enthusiasm
- Slow down and gather facts first or you make regret championing a decision



4. If you are a Zebra, what actions will you take to be more productive?



-Utilize written policies and procedures to guide decision making

-Remind others that a plan is needed before action is taken

-Volunteer to head a group to outline a plan with definable actions and steps before implementation begins

-Draft a plan and run it by a mentor

-Present the plan to the group at the next meeting

Bust Your Slow Decision Blocker

5. If you are a Beaver, which actions will you take to be more productive?

Bust Your Slow Decision Blocker



- Analyze the importance and urgency of the decision

- -If not, make the decision and go with it
- -If so, set a time limit for yourself

- Make a list of your choices and pros and cons

-What is the worst thing that could happen . . .

-Think about how this will affect your business NOW, not in the future

-Gather the facts that are available and make a decision

6. What effect do you think this is having on people around you?

7. What could you do to work on this blocker?

8. What effect could it have if you mastered the mitigation of the blocker?

9. What can you do to help others with this style be more productive?

Action Step 4. Communication Blocker

1. If Communication is your blocker, what steps will you take to be more productive?

Bust Your Communication Blockers

Self-awareness in a team environment

Move meetings to more discussion and decision making with input

Use a fair, open-minded, and inclusive procedures to enable participation by all

Voice your own views after group members have had a chance to express their views

One way, top-down communication can be a barrier so evaluate the situation

2. What effect do you think this is having on people around you?

3. What could you do to work on this blocker?

4. What effect could it have if you mastered the mitigation of the blocker?

5. What can you do to help others with this style be more productive?

Action Step 5. Conflict Blocker

1. If Communication is your blocker, what steps will you take to be more productive?

Manage Conflict Positively

- ▶ Some ways to manage conflict include:
 - Role conflict – clarify who is doing what
 - Process conflicts – write procedures
 - Interpersonal conflicts – be professional and listen to the other person’s point of view to find commonality; focus on the solution; be willing to compromise
 - Conflicts that happen around external situations – work with what can be changed.
- ▶ Actively listen
- ▶ Gather the facts
- ▶ Take responsibility for conflict resolution and strive for positive conflict.

49

2. Who do you think you have the most conflict with and what is their style?

Different Styles Deal with Conflict Differently



- ▶ Being aware of each other's styles and being flexible enough to stop and think that maybe the person doesn't feel and react the same way you do will go a long way to reducing conflict and creating a more harmonious environment.
- ▶ Zebras hate conflict and will tend to hide or disappear when conflict arises.
- ▶ Lions will address it straight on but not listen to the other person's point of view.
- ▶ Flamingos will try to resolve it through talking but they don't always listen to the other person's point of view.
- ▶ Beavers will tend to ignore the person they are in conflict with.

3. Knowing which style they are, what actions could you take to be more productive?

4. What effect do you think this is having on people around you?

5. What could you do to work on this blocker?

6. What effect could it have if you mastered the mitigation of the blocker?

7. What can you do to help others with this style be more productive?

Action Plan 6. Delegation Blocker

1. If Delegation is your blocker, what steps will you take to be more productive?

Bust Your Delegation Blocker

- ▶ **Three actions to take**
- ▶ Prioritize tasks and realize that perfection is not always attainable or necessary .
- ▶ Redirect your energy usually expended trying to achieve perfection, by turning mistakes or errors into positive learning experiences for your employees.
- ▶ Hone or use your delegation skills to actually get more tasks accomplished with greater efficiency.

58

2. What effect do you think this is having on people around you?

3. What could you do to work on this blocker?

4. What effect could it have if you mastered the mitigation of the blocker?

5. What can you do to help others with this style be more productive?

Action Plan 7. Strategy

1. Review the slides and list which strategies you will employ and prioritize them.

1. -----

2. -----

3. -----

Contact



Website

<https://nanmckayconnects.com>



Email Address

nan@nanmckayconnects.com



Phone Number

(619) 871-1236



Podcast Channel

TrailBlazers Impact



Youtube Channels

- Significance After 60
- TrailBlazers Impact Interviews



Instagram Account

<https://instagram.com/NanMcKayConnects>



LinkedIn Account

<https://www.linkedin.com/companyNanMcKayConnects>



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