



Train the Trainer Guide Productivity Styles: Video Script

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PPT #	TEXT	NOTES
1	<p>Welcome to the Productivity Styles course. I'm Nan McKay. In today's training we are going to talk about How to discover the top Blockers for your own productivity style and get more done without more stress even if you feel burned out.</p>	
2	<p>Do you feel crazy busy, but you wonder what you are getting done? Would you like to know how to get out of the workaholic mindset without feeling guilty? How to find more time for what you love so you can incorporate real and lasting change into your life? We want time to have more fun! All work and no play make Jill a dull girl and Jack a dull boy! That's not us!</p> <p>The first step is to find our productivity style so we know which</p>	

	<p>blockers are the ones we have to start with. If we can conquer our specific blockers, we can ditch the chaos. Ditch the lack of sleep for not making the decision fast enough. Ditch the guilt! We've all been there. It's time to take another path.</p>	
3	<p>Our agenda today will focus on two areas: You will learn more about productivity styles and the 5 blockers and then can match your style to your specific blockers. When you do that, you can concentrate on your problem areas which doesn't seem so overwhelming.</p> <p>You should have taken a quiz first to discover your productivity style. Here's the link.</p>	
4	<p>We have a Resources page which has a link to your workbook. You want to ownload and save or print this workbook, so you don't lose what you enter. You can take notes in your workbook.</p> <p>So how do you get more done so you can benefit from more time to enjoy life without wasting time and feeling</p>	

	guilty about not finishing your to do list?	
5	<p>CHALLENGES</p> <p>If you're like most people, then you may have run into one of the following challenges.</p> <ul style="list-style-type: none">● Not getting anything done● Stress leads to burnout.● Feeling Unproductive and ineffective● Feeling Overwhelmed by life's tasks● It's Hard to be your own motivator.● Losing focus● Procrastinating● And last, but not least, what do you do if you have tried everything, and it feels like nothing is working for you?	
6	<p>Of these challenges, what do you think you deal with most as a challenge?</p> <p>You've heard people say, "Work smarter, not harder." We can do that if we concentrate on our blockers</p>	

	that match our style.	
7	Action Plan Step 1. Let's start with our first step. Where are we now and what do we want to accomplish.	5 min
8	BREAKOUT – Share what you wrote with a partner.	
9	There are 4 primary productivity styles: Lion, Flamingo, Zebra, and Beaver.	
10	Lion Productivity Style	
11	Lion is the big-picture thinker with lots of balls in the air. Lions like to generate solutions – they are good problem solvers. Lions like decisive action.	
12	Lion's goal is to see results. They want things done not today or tomorrow but YESTERDAY! How many of you are Lions? How many of you KNOW a Lion or work with a Lion?	
13	Let's find out more about the Lions. If we understand them better, we can adjust our style to theirs. Lion is	VIDEO

	a High D on the video.	
14	Flamingo Productivity Style	
15	Flamingo is optimistic, open, and energetic. The flamingo prioritizes people and communication and is intuitive and inspiring. The flamingo is articulate and a natural salesperson, an influencer, and a great persuader.	
16	The Flamingo's goal is to be involved with people, have fun, and get people to talk with one another.	
17	Flamingo is a High I on the video.	VIDEO
18	Zebra Productivity Style	
19	Zebra has a calm, deliberate disposition. The Zebra prizes people and collaboration. The Zebra is an active listener with a positive outlook and is a good team player. The Zebra is a good coach with a high work ethic and tends to be family oriented.	
20	Zebra's goal is a stable, harmonious	

	environment.	
21	Zebra is a High S on the video.	VIDEO
22	Beaver Productivity Style	
23	Beaver is analytic, diplomatic, and realistic. The Beaver likes to stick to the facts and is motivated by order and adherence to standards. The Beaver is conscientious and prefers facts to emotions.	
24	Beaver's goal is to be compliant to their own high standards and reward accuracy.	
25	Beaver is a high C on the video.	VIDEO
26	The question is, "Why don't people get results?" Well, it comes down to what I would describe as common Blockers that occur over and over again.	
27	There are 5 productivity Blockers. Blockers which prevent people from getting productivity results.	

	<p>When you know yours, you can avoid them when it comes to feeling like you have your life in control. Or better yet – take the Bust Your Productivity Blockers course and learn how to break them into a million pieces! The 5 are Shiny Object Distraction, Decision Making, Communication, Conflict Management, and Delegation. Now we'll relate them to each style.</p>	
28	<p>The first one we'll discuss is the Shiny object Blocker. What's a shiny object? It's a distraction that causes you to divert from your original path. The Shiny Object Syndrome, called SOS, causes you to listen to too many people and will have you Blocker being busy for being productive.</p> <p>If you are a Lion or a Flamingo, this is one for you to concentrate on. In today's digital age, shiny objects can take various forms. They may include social media notifications, email alerts, instant messaging apps, interesting articles or videos, online shopping, or even unrelated tasks that suddenly seem more appealing than the ones that require immediate attention. Shiny objects</p>	

	<p>have a way of enticing individuals with their novelty and allure, making it difficult to resist their pull. When faced with a shiny object, people may be tempted to switch their focus away from their primary tasks or projects, leading to a loss of productivity and a decrease in overall efficiency. Constantly succumbing to shiny objects can result in fragmented work, missed deadlines, and a lack of progress on important projects.</p>	
29	<p>So let's look at these problem areas:</p> <ol style="list-style-type: none">1. Distraction: The shiny object blocker can be frustrating because it prevents individuals from staying focused on their tasks and goals, leading to reduced productivity and efficiency.2. Time wastage: Succumbing to shiny objects can result in wasted time as individuals get pulled into unproductive activities or unrelated tasks that don't contribute to their primary objectives.3. Missed deadlines: Constantly being sidetracked by shiny objects can lead to missed deadlines and delayed	

	<p>project completion, causing stress and affecting overall performance.</p> <p>4. Lack of progress: Shiny objects can prevent individuals from making meaningful progress on important projects or tasks, hindering their ability to achieve desired outcomes and meet milestones.</p> <p>5. Reduced quality of work: When attention is diverted to shiny objects, the quality of work may suffer as individuals fail to dedicate sufficient time and focus to the task at hand.</p>	
30	<p>6. Difficulty in regaining focus: Once attention has been captured by shiny objects, it can be challenging to refocus and get back into a productive mindset, resulting in prolonged periods of unproductivity.</p> <p>7. Inefficient time management: Allowing shiny objects to consume valuable time can disrupt a person's ability to effectively manage their schedule and allocate time to essential tasks and responsibilities.</p> <p>8. Decreased motivation: Continuously falling prey to shiny objects can erode motivation and enthusiasm for work,</p>	

	<p>as individuals may feel demotivated or overwhelmed by their inability to stay on track.</p> <p>9. Strained relationships: Shiny object distractions can affect collaboration and communication with colleagues or team members, leading to misunderstandings, delays, or a lack of cohesion within the work environment.</p> <p>10. Overall productivity decline: The cumulative impact of shiny object distractions can result in a decline in overall productivity, affecting personal and professional growth and achievement.</p>	
<p>31</p>	<p>Decision Blocker – you make decisions either too fast or too slow.</p> <p>Too fast:</p> <ul style="list-style-type: none"> ● Not enough information, thought or preparation ● Based on emotion, not facts ● May not be the best decision <p>Too slow</p> <ul style="list-style-type: none"> ● Constant need for more data ● Indecision leading to anxiety 	

	<ul style="list-style-type: none">• May miss opportunities	
32	<p>Let's deal with the Too Fast on Decisions Blocker first.</p> <ol style="list-style-type: none">1. Impulsive Decisions: Making quick decisions without proper analysis or consideration can lead to poor outcomes and suboptimal results.2. Lack of Information: Rushing through the decision-making process can result in a lack of comprehensive information, leading to incomplete or inaccurate decision-making.3. Missed Opportunities: Making decisions too quickly may cause individuals to overlook important details or potential opportunities that could have been beneficial.4. Regret and Second Guessing: Acting too swiftly can lead to feelings of regret or second-guessing, especially when the consequences of hasty decisions become apparent.5. Poor Quality Decisions: The pressure to decide quickly can compromise the quality of decision-making, leading to subpar choices	

	that could have been improved with more time and thought.	
33	<p>For some styles, the blocker is that they make decisions too slow.</p> <ol style="list-style-type: none">1. Procrastination: Excessive deliberation and indecisiveness can lead to a tendency to delay making important decisions, resulting in missed opportunities and prolonged periods of inaction.2. Analysis Paralysis: Overthinking and excessive analysis can lead to a state of analysis paralysis, where individuals struggle to make a decision due to an overwhelming amount of information or options.3. Slow Progress: Slow decision-making can cause delays in projects or tasks, hindering overall progress and productivity. It can also create a bottleneck in the workflow of teams or organizations.4. Missed Deadlines: The slow decision-making process can result in missed deadlines as individuals fail to	

	<p>make timely choices or take necessary actions to move projects forward.</p> <p>5. Increased Stress and Pressure: The burden of making decisions can become overwhelming and lead to increased stress and pressure on individuals, impacting their well-being and performance.</p>	
34	Blocker 3. Communication	
35	<p>1. Misunderstandings: Ineffective communication can lead to misunderstandings, misinterpretations, and confusion among team members or stakeholders, resulting in errors and delays.</p> <p>2. Lack of Clarity: Unclear or ambiguous communication can hinder productivity by causing individuals to waste time seeking clarification or making assumptions.</p> <p>3. Poor Collaboration: Insufficient communication can impede collaboration and teamwork, as team members may not have the necessary information or context to</p>	

	<p>work effectively together.</p> <p>4. Delayed Decision-Making: When communication is slow or inadequate, decision-making processes can be prolonged, leading to delays in project progress and missed opportunities.</p> <p>5. Reduced Productivity: Inefficient communication practices, such as excessive meetings or long email chains, can consume valuable time and hinder individual and team productivity.</p>	
36	Blocker 4. Conflict Management	
37	<p>1. Distraction and Disruption: Conflict within a team or organization can be highly distracting and disruptive, diverting attention and energy away from productive tasks and goals.</p> <p>2. Emotional Strain: Conflict can create emotional strain and tension among team members, leading to decreased motivation, increased stress, and reduced overall well-being.</p>	

	<p>3. Communication Breakdown: Conflict often results in breakdowns in communication, with team members experiencing difficulties in understanding and conveying information effectively.</p> <p>4. Lack of Collaboration: Conflict can hinder collaboration and teamwork, as individuals may become hesitant to share ideas, cooperate, or work together toward common goals.</p> <p>5. Reduced Efficiency: Conflicts can lead to delays in decision-making and problem-solving processes, resulting in decreased efficiency and productivity within the team or organization.</p>	
<p>38</p>	<p>Blocker 5. Delegation</p>	
<p>39</p>	<p>1. Reluctance to Delegate: Some individuals may be hesitant to delegate tasks due to concerns about loss of control, lack of trust, or the belief that they can do the task better themselves. This can lead to an overwhelming workload and limited capacity for productivity.</p> <p>2. Fear of Micromanagement: On the</p>	

	<p>other hand, individuals in leadership positions may struggle with delegating tasks due to a fear of micromanaging or the perception that it may take more time to explain and supervise than to do the task themselves.</p> <p>3. Lack of Clarity: Inadequate communication or unclear instructions during delegation can result in misunderstandings, errors, and rework. This can cause delays and negatively impact productivity.</p> <p>4. Inefficient Task Allocation: Poor delegation practices can lead to tasks being assigned to individuals who may not have the necessary skills or resources, resulting in subpar outcomes and wasted effort.</p> <p>5. Reliance on Individual Expertise: Over-reliance on individual expertise can hinder productivity if individuals become overwhelmed with tasks that could be effectively delegated to others with appropriate skills and knowledge.</p>	
<p>40</p>	<p>Action Plan Step 2. Identify Your Blockers</p>	

41	Breakout to Discuss	
42	Next Class: Bust Your Productivity Blockers	