



Unlock Your Productivity Blocker Course: Agenda

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Introduction to the Course:

- Introduction to Leadership Styles
- Understanding the Lion, Flamingo, Beaver, and Zebra Styles

Module1. Introduction to Productivity Styles and Blockers

Discovering your Style:

- Assessing and Understanding your own Leadership Style
- Interactive Activity: Leadership Style Assessment

Busting your Blockers:

- Identifying Blockers associated with each Leadership Style
- Deep Dive into the Five Blockers
 - Shiny Object Syndrome
 - Decision Making
 - Communication
 - ConflictManagement
 - Delegation

- Understanding how these Blockers affect each Style
- Interactive Activity: Action Plan Workbook Step 1

Module 2. Busting Your Blockers

Understanding and Tackling the Shiny Object Syndrome:

- Deep dive into Shiny Object Syndrome and its Impact on Leadership Styles
- Recognizing the signs and the impact on productivity
- Case Study and Discussion
- Setting measurable goals to address this Blocker
- Understanding Fact-based Accountability
- Prioritizing and Staying Focused
- Developing a plan to overcome Shiny Object Syndrome
- Interactive Activity: Action Plan Workbook Step 2

Decision Blocker:

- Overview of Decision Blocker: Fast and Slow Decisions
- Understanding the Impact of Fast Decisions
 - Case of the Lion: Hasty, impatient decision making and its repercussions
 - Case of the Flamingo: Enthusiastic, fact-less decision making leading to consequences
- Understanding the Impact of Slow Decisions:

- Case of the Zebra: Fearful, standard-driven decision making causing delays
- Case of the Beaver: Over-analytical, cautious decision making hindering progress
- Strategies to Address Fast Decisions
 - The Lion: Slowing down, envisioning the outcome, planning before action
 - The Flamingo: Fact gathering, considering the implementation process and its players
- Strategies to Address Slow Decisions:
 - The Zebra: Utilizing policies and procedures, volunteering for planning tasks
 - The Beaver: Analyzing the urgency and importance of decisions, considering worst case scenarios
- General Strategies for Decision Busting:
 - Seeing the whole picture
 - Thinking about the outcome and its importance
 - Using the Action Plan Workbook to develop a personalized plan
- Interactive Activity: Action Plan Step 3

Communication Blocker

Importance of communication in management

1. Understanding the necessity of good communication
2. Linking effective communication to successful management

Communication blockers in Lion personality type

1. Impatience and focus on goals as barriers to effective communication
2. Impact of inadequate information or incomplete thought processes on communication

Communication blockers in Flamingo personality type

1. Excessive enthusiasm leading to premature decision making
2. Need for fact-checking and slowing down decision processes

The role of self-awareness in addressing communication blockers

1. Gaining insight into personal communication habits and their effects on others

Encouraging inclusive and open discussions and decision-making

1. The importance of allowing input from all participants
2. Effect of abrupt decisions on team morale and buy-in

Problems with one-way, top-down communication

1. Negative impacts on millennials and Gen Z team members' sense of inclusion

Interactive Activity: Action Plan Workbook Step 4

Conflict Blocker

- Understanding conflict
 - Definition and examples
 - The potential for escalation in a conflict
- Conflict as seen by different personality types
 - Zebras' avoidance of conflict
- Positive vs destructive conflict
 - The downsides of destructive conflict
 - The potential benefits of positive, managed conflict
 - Importance of engaging with conflict rather than ignoring it
- Impacts of well-managed conflict
 - Improved understanding and respect amongst team members

- Potential for increased productivity and profit

- Resolving conflict
 - Clarifying roles and responsibilities
 - Process conflicts and the role of written procedures
 - Interpersonal conflicts and the importance of a professional approach
 - External conflicts: dealing with situations outside your control
 - Active listening and patience in conflict resolution
 - Gathering facts before jumping to conclusions
 - Importance of self-accountability in conflict situations

- Personality types and conflict resolution
 - Recognizing different conflict styles
 - The Zebras' tendency to avoid conflict
 - Lions' direct approach and potential for ignoring others' input
 - Flamingos' talkative approach to conflict resolution
 - Beavers' tendency to ignore conflict and the need to acknowledge its presence

- Interactive Activity: Action Plan Step 5.

Delegation Blocker

- Importance of delegation
 - Challenges for leaders who struggle to delegate
 - Impact of not delegating on workload and leadership effectiveness
- Delegation as a skill development tool
 - Passing on non-critical work to lighten your workload
 - Teaching critical tasks to increase the skills of your team
- Challenges for different personality types
 - Lions' impatience and the effect on team morale
 - Beavers' concerns about perfection and responsibility
- Causes of delegation problems
 - Incomplete or hasty instructions
 - Issues that arise from not answering team questions
- Solutions for effective delegation
 - Creating a culture where questions are encouraged
 - Self-awareness: assessing whether you're the cause of delegation issues
 - Ensuring complete, step-by-step instructions are provided

- Demonstrating the task for those who learn best visually
- Encouragement and positive feedback during and after task completion
- Busting the delegation blocker
 - Prioritizing tasks and recognizing when "good enough" is sufficient
 - Redirecting energy from seeking perfection to learning from mistakes
 - Enhancing delegation skills to accomplish more tasks with greater efficiency
- Interactive Activity: Action Plan 6 and Breakout Session

Module 3. Master Productivity Strategies

- Strategies to tackle distractions
 - The need for a quiet workspace and the necessity to reduce technology interruptions
 - The Pomodoro technique: Focusing work for 25 minutes, followed by a 5-minute break
- Procrastination remedies
 - Swiss Cheese theory: Breaking larger tasks into smaller, manageable chunks

- Setting realistic and SMART goals
 - The importance of rewarding oneself after task completion
 - The value of accountability through work partners or groups
 - Just start: Overcoming the hurdle of getting started
- Tips for increasing focus
 - Taking regular breaks and maintaining a healthy lifestyle
 - Ensuring sufficient sleep and a balanced diet
 - Regular exercise and finding a quiet, conducive workspace
 - Utilizing techniques such as music, white noise, or a timer to maintain focus
 - Strategies to start when feeling lost
 - Breaking tasks into smaller steps
 - Setting a deadline for each step and prioritizing tasks
 - Starting with the easiest task and asking for help if needed
 - Action Plan Workbook Step 7
 - Breakout Group or Conversation Sharing

Module 4. Set Measurable Goals

- Importance of setting realistic goals
 - Ensuring your goals are achievable

- The need for goals to be realistic, attainable, and avoiding undue frustration
- Clear definition of a goal
 - Goals as written statements that describe actions to be taken with a measurable result
 - Emphasis on goals being quantifiable and identifiable when completed
 - The saying, "If you can't measure it, you can't manage it"
- Introduction to the SMART goal method
 - S-Specific: Goals should be clear and unambiguous
 - M-Measurable: Goals should be quantifiable and easy to identify when completed
 - A-Attainable: Goals should be within reach, considering current skills and abilities
 - R-Relevant: Goals should support higher-level objectives and be meaningful to the individual
 - T-Time-bound: Goals should have a start time, progress milestones, and an end date
- Action Plan Workbook Step 8
- Breakout Group or Conversation Sharing

Conclusion