

Get the fundamentals right

1. Purpose: the ‘why’ of productivity

Having clarity on your values, your life’s roles and the goals you’re working towards in each. Establishing purpose can help you understand why you’re working, give you context for your efforts and remind you of what really matters to you. This makes prioritising easier.



2. Priorities: investing our limited resources

This operates at two levels: firstly, making best use of the limited time, attention and energy you have and secondly, effectively prioritising the various tasks that come your way each day. The first is a strategic perspective, the second a more tactical one. Both are important.



Build focus and efficiency

3. Presence: effectively directing your focus

This principle is all about ensuring your focus is brought to bear on whatever is most important, minimising the distractions in your environment and in your own head. This means avoiding multi-tasking, turning off notifications and developing a mindful approach to your work.



4. Process: a system that works for you

Our brains aren't great at remembering long lists of tasks and deadlines, so outsource this into a system you will continue to use. Keep track of your tasks and projects in a way that facilitates prioritisation, reminders and simple organisation. Minimise complexity and maximise utility.



Maintain your momentum

5. Persistence: keeping going when it gets tough

This represents the ongoing battle against discomfort we face daily. Give in to your gut feel and you can avoid discomfort resulting in procrastination and giving up in the face of setbacks. Embrace discomfort, face it head on and just make a start.



6. Pragmatism: helpful flexibility

Be organised and clear, but not inflexible or dogmatic. Respond flexibly and appropriately when the plans change and emphasise best fit outcomes over perfection.

Accept the discomfort that comes with changes in your environment, apply your values and take helpful action towards your revised goals.



Invest in yourself and others

7. Perspectives: considering yourself and others

Develop your self-awareness, understand your motivations, drives and personality. Acknowledge strengths and weaknesses and work on your blind spots. Develop your understanding of those around you so you can work collaboratively.



8. Play: taking a break from work

Remember to take regular healthy breaks from work. Disconnect from work each evening and actively engage in non-work activities that reflect your values across your important roles. Take play seriously so you can be your best when you return to the workplace.



How you can learn about the Pillars of Productivity

There are several ways you can learn how to implement these productivity principles in your everyday life. Given the hectic lives so many of us live, we've created several training routes, to make it as accessible as possible. Regardless of the route you choose, you'll cover the same material, complete the same reflections and exercises and have opportunities for one-to-one time with a member of the WorkLifePsych team.

1. A one-day in-house workshop

We can run a one-day workshop at your organisation, covering all four themes and eight principles, through a series of interactive exercises and discussions. This gives everyone the opportunity to immerse themselves in the content and really focus on making the principles work for them. We can accommodate up to twelve delegates in a group and our team members can work globally. Our one-day workshops can be augmented by one-to-one coaching sessions in subsequent weeks, to trouble-shoot and clarify as delegates implement their learning and deal with real-world obstacles.

2. A series of two-hour sessions

If getting everyone together for an entire day is a challenge, we can cover the Pillars of Productivity across four, two-hour sessions. In each session, we cover one theme and two principles, giving delegates an opportunity to implement them and reflect on this in between each session. While minimising time away from work, this approach also gives everyone the opportunity to review progress, discuss their wins and challenges and experiment with ongoing feedback and input from one of our team. These sessions can also be augmented with additional one-to-one coaching in subsequent weeks.

3. Self-directed learning with coaching

If you're keen to work on your productivity but booking an in-house training course represents a challenge, you can complete the course remotely. Our self-directed learning mode means you cover the contents of the training at a pace that suits you. You'll access a selection of multimedia content as you progress, complete reflections and exercises to bring the principles to life and work through our 'Pillars of Productivity' guide. As part of this self-directed package, you'll also receive two coaching sessions with one of our team. They'll be able to answer your questions and work with you on the implementation of these principles.



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