

mmu

Developing Outstanding Managers



# FULL FOCUS PRODUCTIVITY



WEEKS REMAINING IN QUARTER 13 12 11 10 9 8 7 6 5 4 3 2 1 0

## Weekly Preview

**Step 1** MY BIGGEST WINS / List 3-5 major accomplishments from the past week.

New matrix

Photo sh

Met w

**Step 2** AFTER A  
For did you get?

A man without a goal is like a ship without a rudder.  
THOMAS CARLYLE

**Step 3** LIST SWEEP / Process action items and consider next steps


- ☐ DEFERRED TASKS Add any Big 3 or Other Tasks you didn't complete
- ☐ DELEGATED TASKS Add unassigned tasks or desired status updates to
- ☐ DAILY NOTES Add any assignments or action items to your tas
- ☐ GOALS Review your annual and/or quarterly goals.

**Step 4** WEEKLY OVERVIEW / List important events, deadlines, week. Use weekly view on the next page if helpful.

PERSONAL

PROFESSIONAL





Living in a world of multiple and ever-changing priorities, with constant interruptions and distractions, it's easy to feel:

- **Overwhelmed**

When too many priorities need to be juggled, what matters most to us seems to get neglected. Even though we know that we want to tackle these things someday, we find that year after year, someday never comes.

- **Busy but not effective**

Putting in the hours, eating into personal time with no true sense of achievement, with too many “to-dos” slipping through the cracks.

- **Distracted and unfocused**

Interruptions and distractions are constant and pervasive in today's world, preventing focus and productivity when it matters.

## The Solution

Full Focus Productivity is a one-day session (supported with optional follow-up virtual reviews) designed to help you to identify the goals that matter most. It instils the self-discipline of focus, prioritisation, and offers practical strategies that enable you to take back control of your time.

Our session has been created to help everyone across the business achieve a greater sense of control and focus over their most important goals and priorities, in both their professional and personal lives.

**Embracing the proprietary content from The Full Focus Planner programme, this new session will introduce participants to three core practices which are essential to transforming your approach to time management.**



### 1. The Time Matrix

Developed over 50 years ago, this simple yet powerful model helps to prioritise our focus on what's important, not just what's urgent, taking a proactive approach to planning for the next 90 days.

### 2. Beyond SMART goals

More goal achievement than goal setting, we go beyond the SMART framework, identifying individual, specific steps that we will undertake to help deliver on the promise of our goals.

### 3. 60:30:10

This “productivity code” unlocks our ability to regularly connect back to our most important quarterly goals, focusing our attention on completing tasks for the week (or day) to significantly increase the likelihood of achieving objectives.

## Participants will leave this session having:

**Identified:** five to ten annual goals that are aligned with their highest priorities and deepest aspirations (in both our professional and personal lives) with a clear description of success for each of these.

**Developed:** The ability to apply the Time Matrix in their planning process and to help them focus and prioritise their most important tasks.

**Learnt:** a practical goal achievement and productivity framework embodied by The Full Focus Planner and having started their journey towards mastering the tools we call the **Quarterly Big Three, the Weekly Big Three, and the Daily Big Three**

All participants will be given a physical set of tools and the ability to access free online training videos that support you to embed the Full Focus Productivity system.

## How will this benefit me and my business?

Participants will identify the roles that matter to them most, allowing them to determine specific, measurable goals in both their personal and professional lives.

They will learn how to manage their diary to regularly connect back to their quarterly objectives (ensuring time is set aside each week to making progress with their most important goals), learning how to respond to requests from others for their time and taking back control of their schedule.

## Is this session right for me?

This session should be attended by anyone who is serious about taking a new, structured approach to time management and who genuinely seeks to enhance their personal and professional productivity.

The Full Focus Productivity system provides a methodology that works. However, there is always more work to do after the session! For significant and sustainable changes, you have to be prepared to take a disciplined and consistent approach to embedding your learning.

To help you to decide if this is a valuable investment in your time and effort, we recommend taking the three-minute assessment that follows on the next page, to help you evaluate your approach and how consistent you are at following it.



## Time management self assessment

This is a way of tracking the progress of your time management skills. Each statement describes an activity. All you do is place a cross in the column that best reflects how consistent you are in carrying it out.

Questions	Always	Sometimes	Never
1. I do things in order of priority			
2. I accomplish what needs to be done during the day			
3. I always get my work done on time			
4. I feel I use my time effectively			
5. I tackle difficult or unpleasant tasks without procrastinating			
6. I force myself to make time for planning			
7. I spend enough time planning			
8. I prepare a daily or weekly "to do" list			
9. I prioritise my list in order of importance, not urgency			
10. I am able to meet deadlines without rushing at the last minute			
11. I meet my deadlines and ensure I keep the majority of commitments I make (such as to carry out a task on a specific date or time)			
12. I prevent external interruptions (such as phone calls, email, instant messaging and social media notifications) from distracting me from completing high priority tasks			
13. I avoid spending too much time on trivial matters			
14. I spend enough time on work related matters			
15. I consciously plan time to relax and be with friends or family, as part of my weekly schedule			
16. I have a weekly schedule on which I record fixed commitments related to work and personal responsibilities that I have			
17. I try to do the most important tasks during my most energetic periods of the day			
18. I make constructive use of any commuting time that I have			
19. Each week I re-assess my activities for the next 7 days in relation to my monthly/quarterly or annual goals			
20. I have minimised wasteful and unprofitable activities or routines			
21. I screen my telephone calls, instant messaging and social media notifications to keep control over interruptions			
22. I judge myself by accomplishment of specific tasks rather than by amount of activity or "busy-ness"			
23. My actions are determined primarily by me, not by circumstances or by other people's priorities			
24. I have a clear idea of what I want to accomplish during the coming quarter			
25. I am satisfied with the way I use my time			
<b>Add up all the crosses in the columns and note the number that appear in the column here:</b>			

**Scoring the Assessment - For each column multiply the total number in each by the following:**

- 'Always' = total number x2 =
- 'Sometimes' = total number x1 =
- 'Never' = total number x0 =

Then add your scores together. Now that you have completed the survey, compare your total score with the following rankings:

**45 - 50 points:** Gold star! You have excellent time management skills and should consider how you can continue to hone your ability, as well share your top tips and experiences with others.

**31 - 44 points:** Brilliant! You manage your time well but could consider participating in a programme to learn more about time management techniques, increase your confidence and competence in your personal productivity, as well as the consistency with which you do so.

**0 - 30 points:** Don't panic! Your time management skills can be improved, but you're not alone; it's easy to feel overwhelmed. Learning productivity tricks and practical strategies to master the skills of personal productivity and effectiveness will allow you to take back control of your time and your life!





If you want to have a clear, written compass that will guide your activity over the next 90 days, then the Full Focus Productivity programme can be the catalyst you need to bring your work to the next level or restore the balance you crave.

We are keen to support you to achieve what matters most and to take back control of your time and your life!

**The real question is, do you want it?**

*Intend your time, spend your time and defend your time if you want to achieve the double win: to win at work and succeed at life!*

Michael Hyatt, Founder & CEO, Full Focus Company



## FOR MORE INFORMATION

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