

— *the* —
NELSONTEAM

Productivity Planner, Journal, and User Guide



www.thenelsonteam.com






info@thenelsonteam.com

Ph: 519-993-7152

DATE:

#1 THIS WEEK

LEADERSHIP FOCUSED

PROJECT FOCUSED

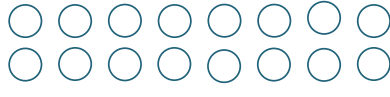
DELEGATE & FOLLOW-UP

WORK ABOUT WORK & DIVERSIONS D

Time Tracker (30 Minute Interval)

Time Spent by Sectors

A B C D



- Observe how you currently prioritize your tasks and plan your day, then record this information in sections **A**, **B**, **C**, or **D** in the right hand column.

- Track your typical activities for at least 3 days
- Definitions and examples of the work categories are listed on the previous page.

1 = You are in pure chaos mode

Use the assessment tool at the bottom of the planner to record the hours or percentage of time you spend in each category of work

Guide to using the PRODUCTIVITY PLANNER & JOURNAL



Productivity Planning for Peace of Mind

Step 2

DATE: _____

#1 THIS WEEK _____

TIME BOUND		LEADERSHIP FOCUSED A
Time	Activity/Appointments	
		10% More of this!
		PROJECT FOCUSED B
		10% Less of this!
		DELEGATE & FOLLOW-UP C
		10% More of this!
		WORK ABOUT WORK & DIVERSIONS D
		10% Less of this!

Time Tracker (30 Minute Interval)

Peace of Mind Score: _____

Time Spent by Sectors
A B C D

○ ○ ○ ○ ○ ○ ○ ○
○ ○ ○ ○ ○ ○ ○ ○

After 3 days, decide how you want to change, and plan accordingly. If, for example, you are inclined to work long hours, rather than delegate and train others, you can set a target to adjust your style by 10%.

(Examples: Delegate a task that you typically would do yourself, plan and execute one more leadership focused task and one less project task, or notice and stop doing something that you know is a diversion)

DATE:

Complete monthly progress report

[illegible]

- Select your daily #1 task. Ask yourself how you will feel at the end of the day if it does not get completed and, conversely, if you do complete it.

Reflect on what is important to complete this week that would make the majority of everything else easier or unnecessary.

It could be one task or several tasks involving multiple people.

Enter that objective in the top box for each day of the week

Guide to using the PRODUCTIVITY PLANNER & JOURNAL



Productivity Planning for Peace of Mind

DATE:

#1 THIS WEEK

Complete monthly progress report

TIME BOUND		LEADERSHIP FOCUSED A
Time	Activity/Appointments	
8:00	Morning huddle with Team	
9:00	Meeting with CEO	
		PROJECT FOCUSED B
11:30	Mtg with account manager and customer	
12:30	Lunch with new staff	
		DELEGATE & FOLLOW-UP C
-4:30	Monthly meeting with John	
		WORK ABOUT WORK & DIVERSIONS D

Peace of Mind Score:

Time Spent by Sectors

A

B

C

D

Time Tracker (30 Minute Interval)

In the left hand column, enter fixed appointments and activities in the space provided that are Time Bound

Guide to using the PRODUCTIVITY PLANNER & JOURNAL



Productivity Planning for Peace of Mind

DATE: _____

#1 THIS WEEK

Complete monthly progress report

TIME BOUND		LEADERSHIP FOCUSED A
Time	Activity/Appointments	
8:00	Morning huddle with Team	Review progress of strategic goals for Q1 Meeting with direct report for monthly 1-2-1 coaching
9:00	Meeting with CEO	
		PROJECT FOCUSED B Meet with staff and customer to relay delivery delays Review with Team Leader project deadlines
11:30	Mtg with account manager and customer	
12:30	Lunch with new staff	DELEGATE & FOLLOW-UP C Review quality criteria with Team Intervene with Leaders of 2 Teams that have overlapping commitments to project
4:30	Monthly meeting with John	WORK ABOUT WORK & DIVERSIONS D Find report of last years KPI's to compare with this year for Q1 Report

Estimate the time remaining for activities defined in the four boxes:

- A**-Leadership Focused
- B**- Project Focused
- C**- Delegate & Follow-up
- D**- Work about work and diversions (D).

Peace of Mind
Score:

Time Spent by Sectors
A B C D

Time Tracker (30 Minute Interval)

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Be realistic about how long your meetings and tasks will take.
- Include in your daily plan only those tasks, that, if you were not interrupted, you could comfortably complete them in 80% of time you have allotted to work
- DO NOT plan 100% of your time in a day, because you will get interrupted and will need to respond to things you cannot predict

Guide to using the PRODUCTIVITY PLANNER & JOURNAL



Productivity Planning for Peace of Mind

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12:30	Lunch with new staff	
		DELEGATE & FOLLOW-UP C Review quality criteria with Team Intervene with Leaders of 2 Teams that have overlapping commitments to project
4:30	Monthly meeting with John	
		WORK ABOUT WORK & DIVERSIONS D Find report of last years KPI's to compare with this year for Q1 Report Track down expense receipts for project

Peace of Mind Score: 6

A	B	C	D
1.5	1.5	2	3

Time Tracker (30 Minute Interval)

A	A	A	B	B	B	C	C
C	C	D	D	D	D	D	D

Step 3D:

Completing these sections fully and consistently, is where you get a true picture of your personal work style and defaults, as well as noticing your progress on your path to peace of mind.

At the end of the day, enter a value from 1-10 that represents your Peace of Mind state.
1=Best, 10=Worst

Record time spent on tasks in each of the 4 categories

Using 30 minutes intervals, write the letter which corresponds to the category in which you spent your time

DATE:

#1 THIS WEEK

LEADERSHIP FOCUSED

PROJECT FOCUSED

DELEGATE & FOLLOW-UP

WORK ABOUT WORK & DIVERSIONS D

Time Tracker (30 Minute Interval)

Time Spent by Sectors

A B C D

A 2x8 grid of circles. The first two columns are crossed out with red diagonal lines. This represents the number 6.

Following the guidance below is integral to your success in achieving true Peace of Mind AND Productivity.

At the very beginning of your day, spend 5 minutes visualizing a perfectly planned and executed day.

Throughout the day take 2-minute breaks; pause and pay exquisite attention to a sensory input, such as focusing on your breath, or listening intently to sounds near and far away.

Pausing to quiet the mind chatter in this way interrupts negative thought patterns and returns your state to peace and productivity.



Journaling *for* Peace of Mind - Today

What did I do well today...

What will I do differently, tomorrow....

What else is on my mind...

Either at the end or beginning of your day, fill in the questions listed on the JOURNAL side of the planning page

Reflect and celebrate what you have accomplished and set out an intention for how you want to adjust for the next day

Use the rest of the space however you like that serves to unburden and delight you.

A few ideas to get your started:

- List 3 things for which you are grateful
- Make a list of 100 aspirations; write your feelings in a free flow manner, without judgement or analysis.



Productivity Planning for Peace of Mind

DATE: _____

#1 THIS WEEK

Complete monthly progress report

TIME BOUND

Time Activity/Appointments

8:00 Morning huddle with Team

9:00 Meeting with CEO

11:30 Mtg with account manager and customer

12:30 Lunch with new staff

4:30 Monthly meeting with John

LEADERSHIP FOCUSED A

Review progress of strategic goals for Q1

Meeting with direct report for monthly 1-2-1 coaching

PROJECT FOCUSED B

Meet with staff and customer to relay delivery delays

Review with Team Leader project deadlines

DELEGATE & FOLLOW-UP C

Review quality criteria with Team

Intervene with Leaders of 2 Teams that have overlapping commitments to project

WORK ABOUT WORK & DIVERSIONS D

Find report of last years KPI's to compare with this year for Q1 Report

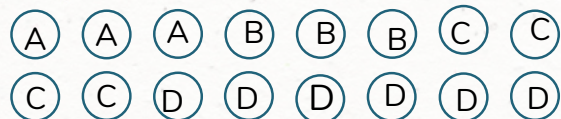
Track down expense receipts for project

Peace of Mind
Score:

6

Time Spent by Sectors

A	B	C	D
1.5	1.5	2	3



Time Tracker (30 Minute Interval)

— the — NELSONTEAM

We are confident that, when you follow the steps outlined in this guide, you can achieve greater productivity and Peace of Mind.

www.thenelsonteam.com

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the NELSONTEAM

Even though planning is a simple thing to do, making a productive schedule and consistently leaves you feeling at peace at the end of the day can still be illusive. If you would like to learn more and discover how coaching can support you to achieve peace and productivity, contact us at info@thenelsonteam.com

or

Ph: 519-993-7152

or to book an introductory session click here: <https://bit.ly/BookwithDiane>

www.thenelsonteam.com

The Nelson Team

Below are 5 days of blank Productivity
and Journal pages.

Print as many as you need

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Productivity Planning *for* Peace of Mind

DATE:

#1 THIS WEEK

TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED **A**

PROJECT FOCUSED **B**

DELEGATE & FOLLOW-UP **C**

WORK ABOUT WORK & DIVERSIONS **D**

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Productivity Planning for Peace of Mind

DATE:

#1 THIS WEEK

TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED A

PROJECT FOCUSED B

DELEGATE & FOLLOW-UP C

WORK ABOUT WORK & DIVERSIONS D

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Journaling *for* Peace of Mind - Today

What did I do well today...

What will I do differently, tomorrow....

What else is on my mind...



Productivity Planning *for* Peace of Mind

DATE:

#1 THIS WEEK

TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED **A**

PROJECT FOCUSED **B**

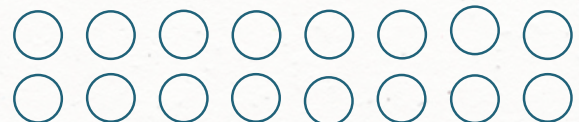
DELEGATE & FOLLOW-UP **C**

WORK ABOUT WORK & DIVERSIONS **D**

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Journaling *for* Peace of Mind - Today

What did I do well today...

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DATE:

#1 THIS WEEK

TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED A

PROJECT FOCUSED B

DELEGATE & FOLLOW-UP C

WORK ABOUT WORK & DIVERSIONS D

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Journaling *for* Peace of Mind - Today

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Productivity Planning for Peace of Mind

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TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED A

PROJECT FOCUSED B

DELEGATE & FOLLOW-UP C

WORK ABOUT WORK & DIVERSIONS D

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Journaling *for* Peace of Mind - Today

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What will I do differently, tomorrow....

What else is on my mind...



Productivity Planning for Peace of Mind

DATE:

#1 THIS WEEK

TIME BOUND

Time Activity/Appointments

LEADERSHIP FOCUSED A

PROJECT FOCUSED B

DELEGATE & FOLLOW-UP C

WORK ABOUT WORK & DIVERSIONS D

Peace of Mind
Score:

Time Spent by Sectors

A B C D



Time Tracker (30 Minute Interval)



Journaling *for* Peace of Mind - Today

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What will I do differently, tomorrow....

What else is on my mind...