

Maximising personal productivity



#01

What do I need to be aware of?

Not all attention is equal, and not all work requires equal attention.

Use this tool to start becoming aware of your peaks and troughs, and what to work on when.

#02

What is most important to get right?

Being selective about what you give your peak attention to – this is where you'll do your best work.

#03

How should I start this?

Start with what's obvious to you. You might already be certain that you're a 'morning person', so identifying your proactive attention work, will help you to make the most of your mornings. Or you might not know exactly when you're at your best, but if you group your work into the three attention modes, then you can pick and choose depending on how you're feeling in the moment.

#04

Where can it be hardest to get clarity and what should I do?

The difference between attention levels and urgency. There are times when urgency takes priority, and we have to make do with what we have, but the more we can work with our attention levels, the more we optimise and maximise our productivity.

#05

How do I bring other people into this?

Have a conversation, share your wobbly line, ask about theirs. Discuss what you can do to collectively protect each other's peak attention.

#06

Where is it common to get stuck?

Don't get too caught up in exact times. This is more about giving some rhythm and shape to your day, rather than precise scheduling.

#07

How do I judge if this is successful?

You can switch off at the end of the day knowing you've given your best to the most important work.

#08

If I want to learn more, where should I look?

For more about the wobbly line and work-life rhythm read: *How to be Really Productive* by Grace Marshall.

For more about Ninja Stealth and Camouflage read: *How to be a Productivity Ninja* by Graham Allcott.

Finally, for more on biorhythms read: *When* by Daniel H. Pink.



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