



# Personal Productivity Skills

**Self Management for Personal Productivity**

# PERSONAL PRODUCTIVITY SKILLS ARE USED TO ....

- Motivate People
- Manage Change
- Manage with Authority
- Delegate Effectively
- Manage Time
- Becoming a More Effective Manager
- Solve Problems
- Communicate Effectively
- Coach at Work
- Influence others
- Use Information for Decision Making
- Lead Your Team

# Self Management & Environmental Management?

Some of the items listed you will have large influence over. These are mostly related to the management of self.

- Your Time
- Delegation
- Information use

**DIRECT  
INFLUENCE**

Far more are seemingly related to the management of your environment.

- Motivation
- Manage with Authority
- Influence
- Others Time

**INDIRECT  
INFLUENCE**

# In order to be effective at a personal level your action must match the environment

So what type of action do you need for yourself or in order to lead your team effectively?

How do you behave?

More importantly, how do you maximize your influence?

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Lets look at the environmental needs, as promised

These days there is usually change of some sort on the go right?

Right now the change potential is huge....

How you react and behave is going to have a massive influence on the future of your business

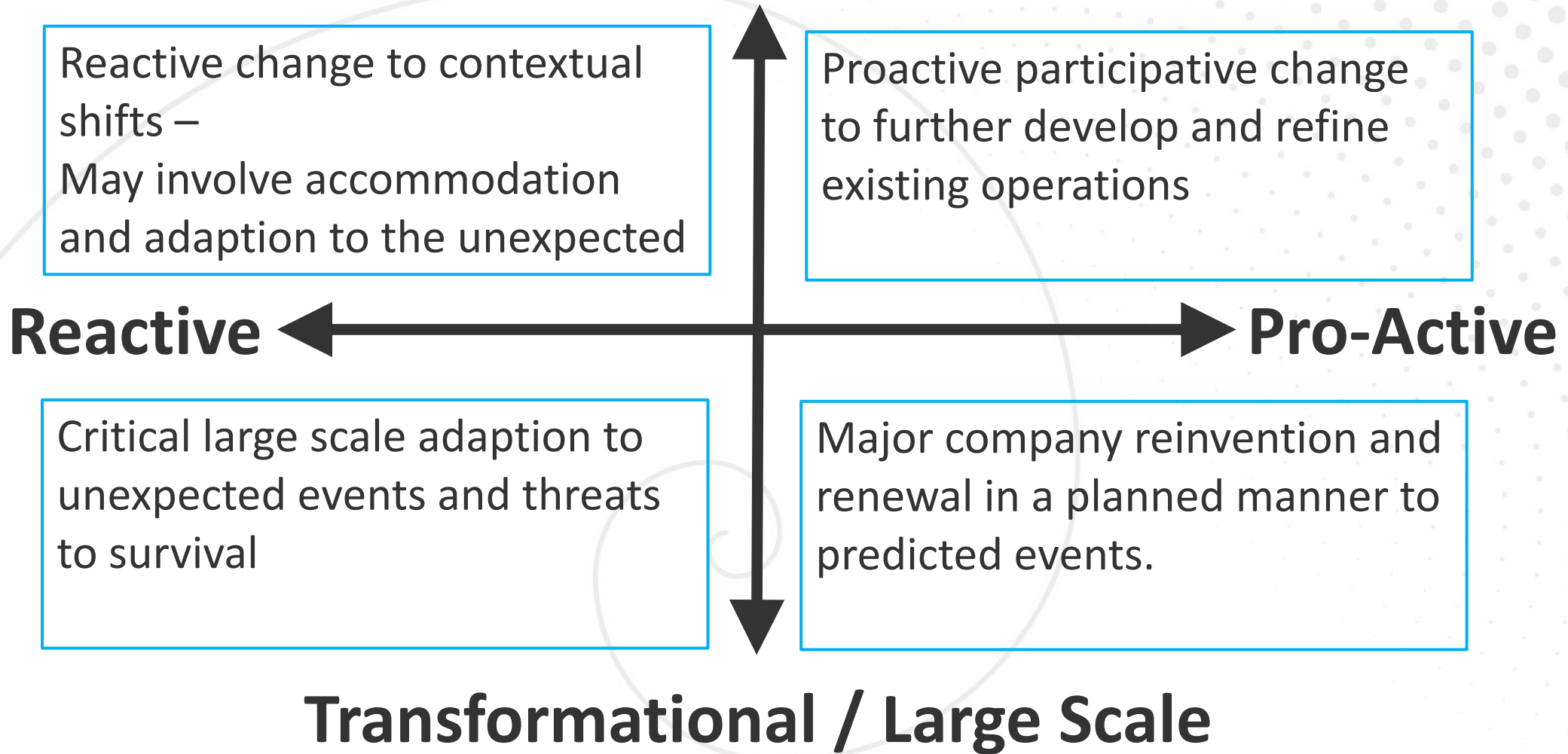
**2<sup>ND</sup> Order/ Small Scale**

**Reactive**

**Pro-Active**

**Transformational / Large Scale**

# 2<sup>ND</sup> Order/ Small Scale





**FORCED**

## 2<sup>ND</sup> Order/ Small Scale

**PARTICIPATIVE**

Reactive change to contextual shifts –  
May involve accommodation and adaption to the unexpected

Proactive participative change to further develop and refine existing operations

**Reactive**

**Pro-Active**

Critical large scale adaption to unexpected events and threats to survival

Major company reinvention and renewal in a planned manner to predicted events.

**DICTATORIAL**

## Transformational / Large Scale

**CHARISMATIC**

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FORCED      PARTICIPATIVE  
DICTATORIAL      CHARISMATIC

There is no one right way..... because circumstances change all the time

There are three drivers of business activity and usually you can only choose one of them as your theme of the moment – actually your clients usually choose for you.

Cost - Quality - Time

The choice of primary driver will influence how well you and your team react to the environment

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COST  
QUALITY  
TIME

Productivity Skills need thought before application. A generalist approach is likely to leave you and your team high and dry at some point in time.

Remember productivity is best measured by what you get out and not what you put in.

**COST**

**FORCED**

**PARTICIPATIVE**

**QUALITY**

**Dictatorial**

**CHARISMATIC**

**TIME**



# Thank you