



Personal Productivity: How to double your results – in half of the time

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Developed and performed by

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Let's kick-start ...



Why are those folks not
productive?

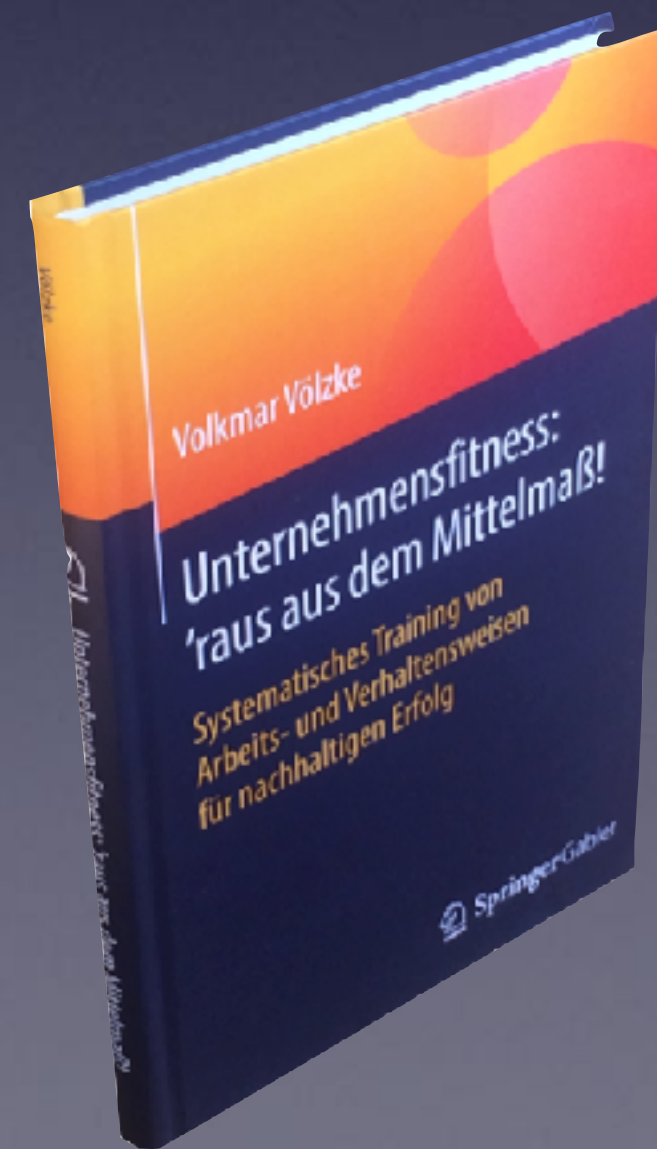
What we cover today: Three Key Questions

What is productivity and why should we care?

**How can we become substantially more
productive?**

**What are the barriers and potholes on the way
to highest productivity levels?**

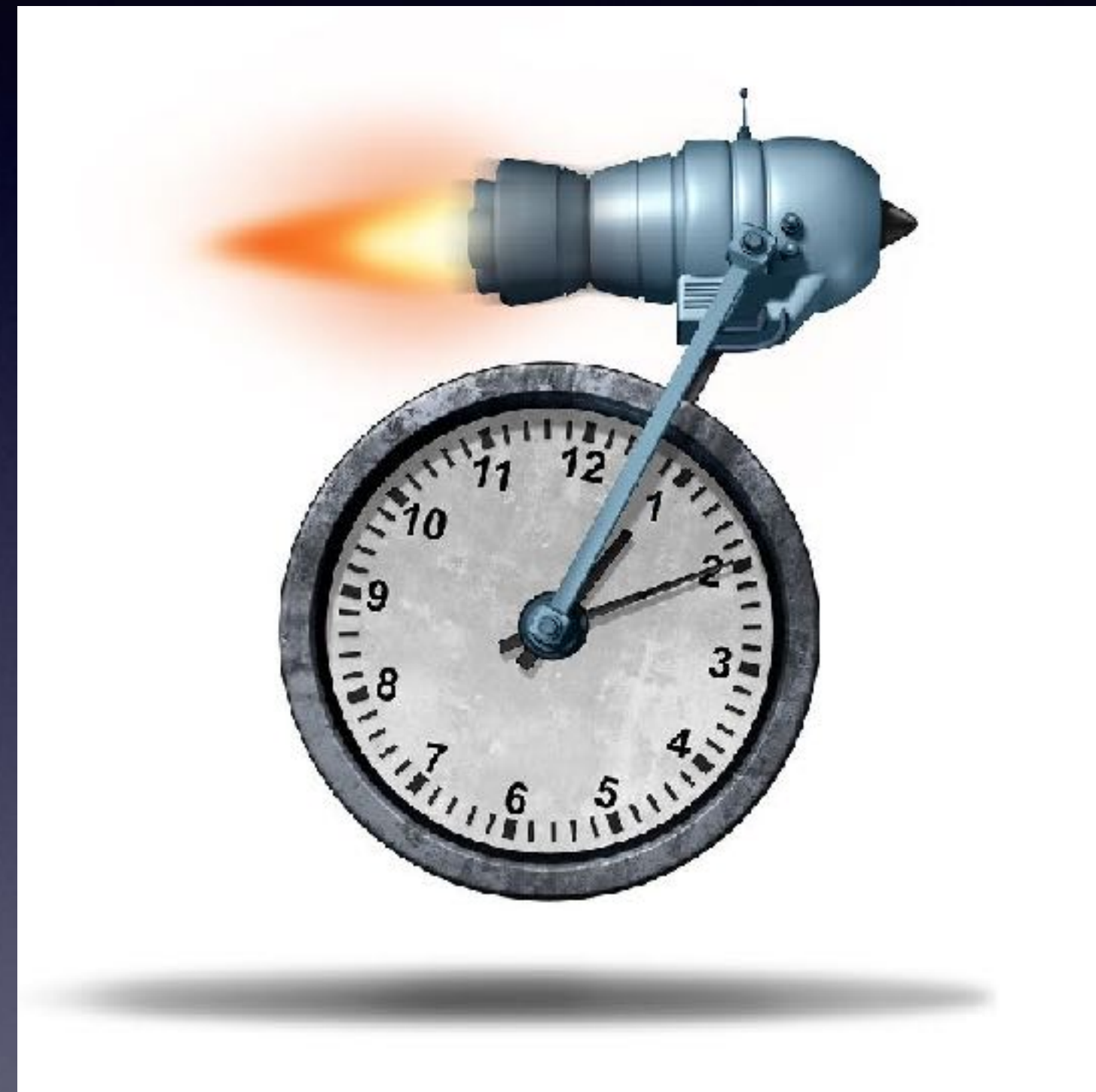
Who is Volkmar Völzke?



- Engineering & Economics degree
- 20 Years corporate career at Siemens and SAP in different roles, mostly international
- Since over 7 years founder and CEO of New Pace Consulting SA. Helping business leaders sustainably raise their success levels in 3 key areas:
 - Strategy
 - Leadership & Team performance
 - Marketing, Sales & Customer focus
- Book author at SpringerGabler "Business Fitness: Escape mediocrity!" (only in German)
- Publisher of two short articles per week (in English and German), over 500 to date



I will be presenting at a high pace.



I suggest to listen and take notes.



A few questions ...



Who likes to be more productive?

Who likes to be **less** productive?

Why do you want to be more productive?

Key Question #1:

Why do you want to be more productive?

- Groups of 3
- Select one note-taker
- Discuss and collect answers
- 5 min



Who likes to be more productive?

Who likes to be **less** productive?

Why do you want to be more productive?

Who believes he or she could be more productive?

What is “productivity”?

Productivity is the **commitment** for and **focus** on **producing** a maximum of **meaningful** and **valuable results** while maximizing the own life's **quality**.

What is a “productive life”?

“A productive life is a life focused on and committed to producing and processing towards your dreams.”

– Brendon Burchard

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What is holding us back?

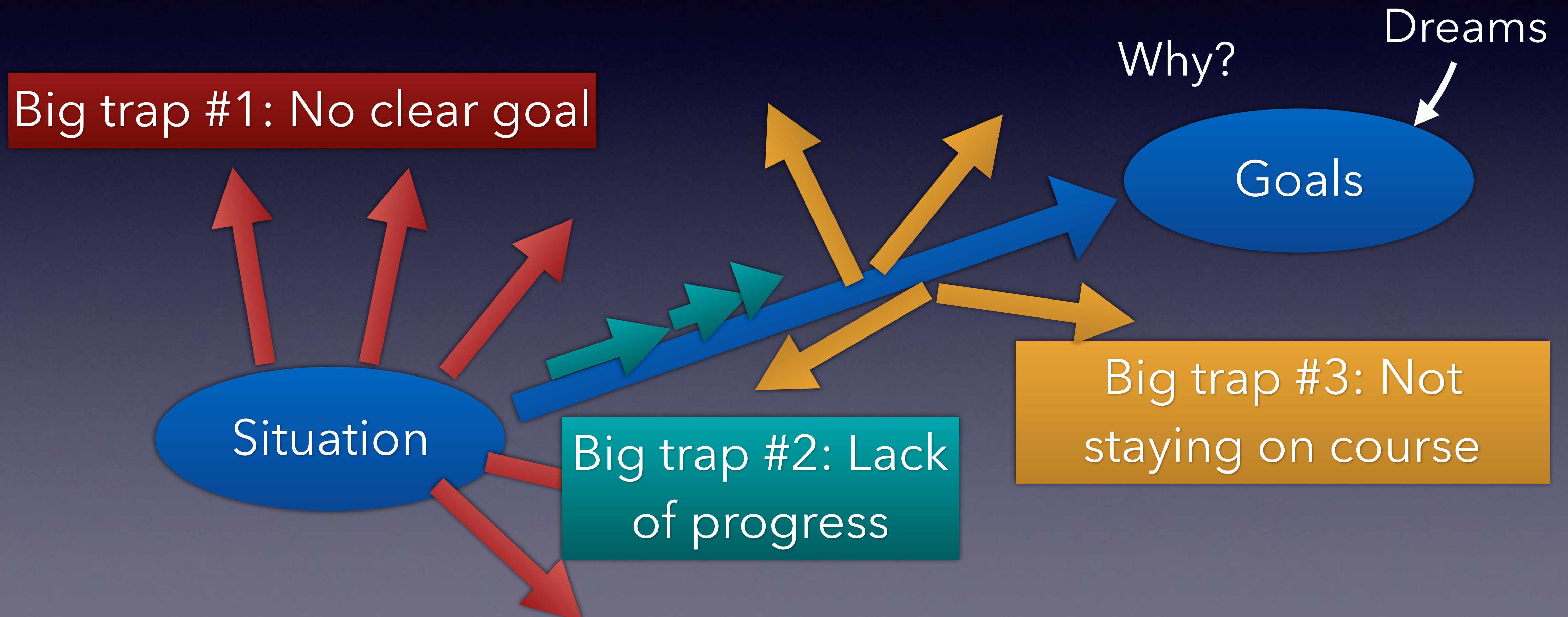
Key Question #2:

What are the key barriers for higher productivity?

- Groups of 3 (others than before)
- Select one note-taker
- Discuss and collect answers
- 10 min



3 Key Traps For High Productivity



8 Underlying Root Causes For Lacking Productivity

Goal-related

Unclarity

Lacking ambition

No strong WHY

Lacking self esteem

Process-related

Lacking responsibility

Limited mindset (vs. growth mindset)

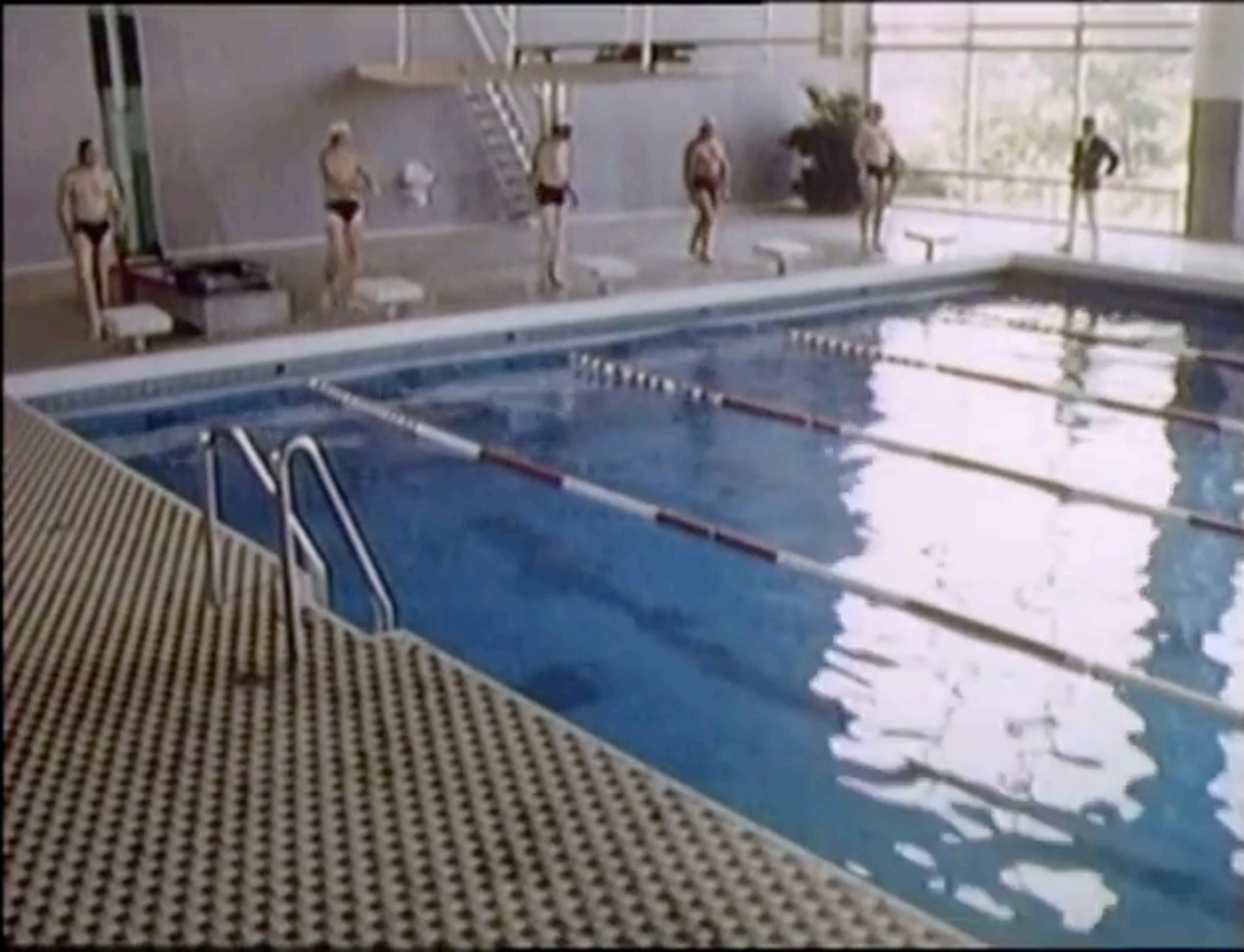
Low value of time

Addiction to distraction

What do the most productive people have in common?

- Strong belief in their work
- Strong pain and/or strong ambition
- Willingness to improve (“growth mindset”)
- Resilience / grit
- Loving what they do





The 7 Best Techniques For Lasting High Productivity

Technique #1: Clarity on goals

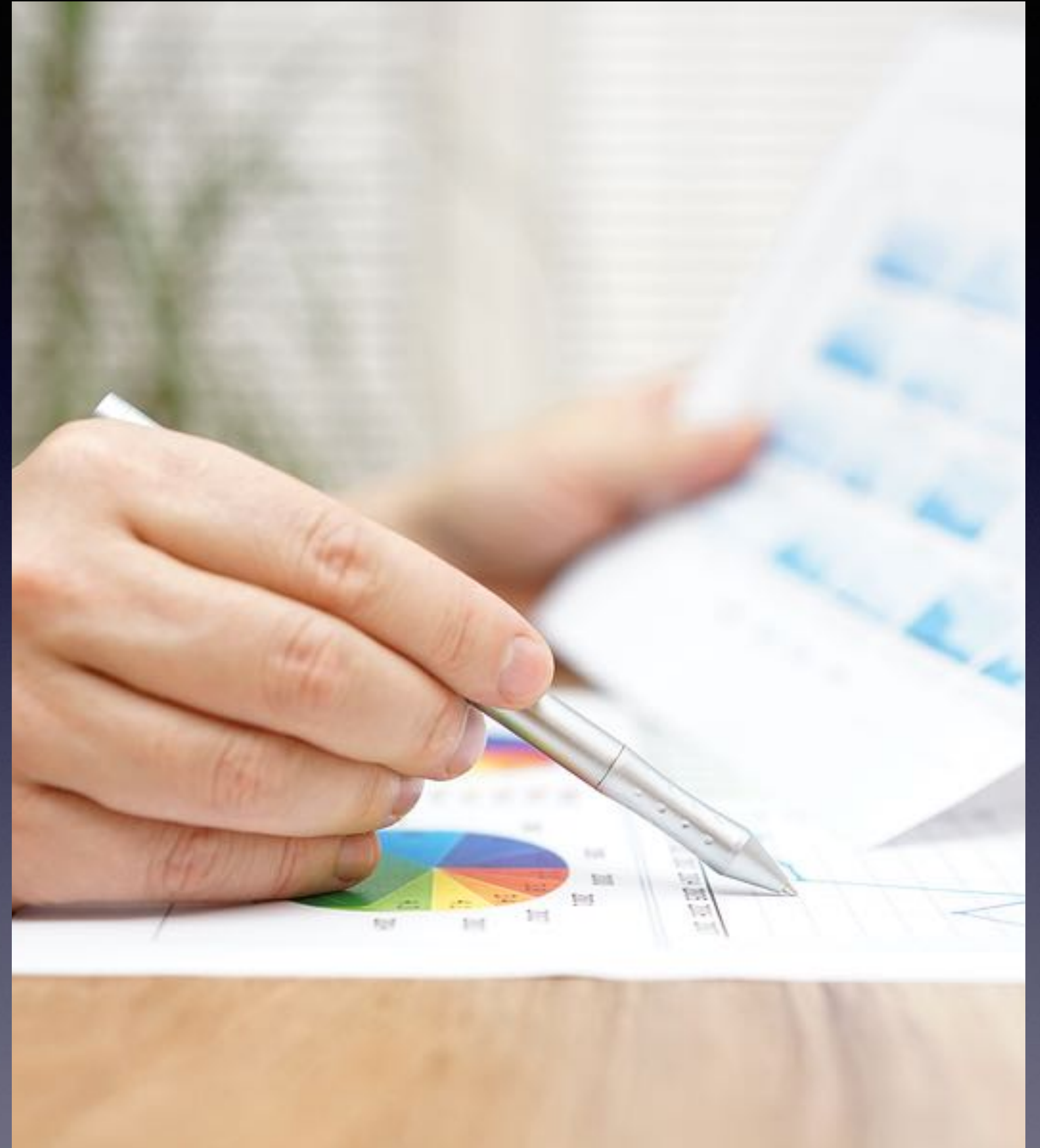


Exercise: Goal Setting

- Create a mind map with 5 branches:
 - Business / career
 - Relationships
 - Health
 - Wealth
 - Contribution
- Define 10 goals in total, thus 1-3 goals to each of the branches.
- Important: state goals in present tense and very specific!
- When ready, look for somebody with whom you discuss some of your goals.
- 15 min



Technique #2: Clarity on key result areas

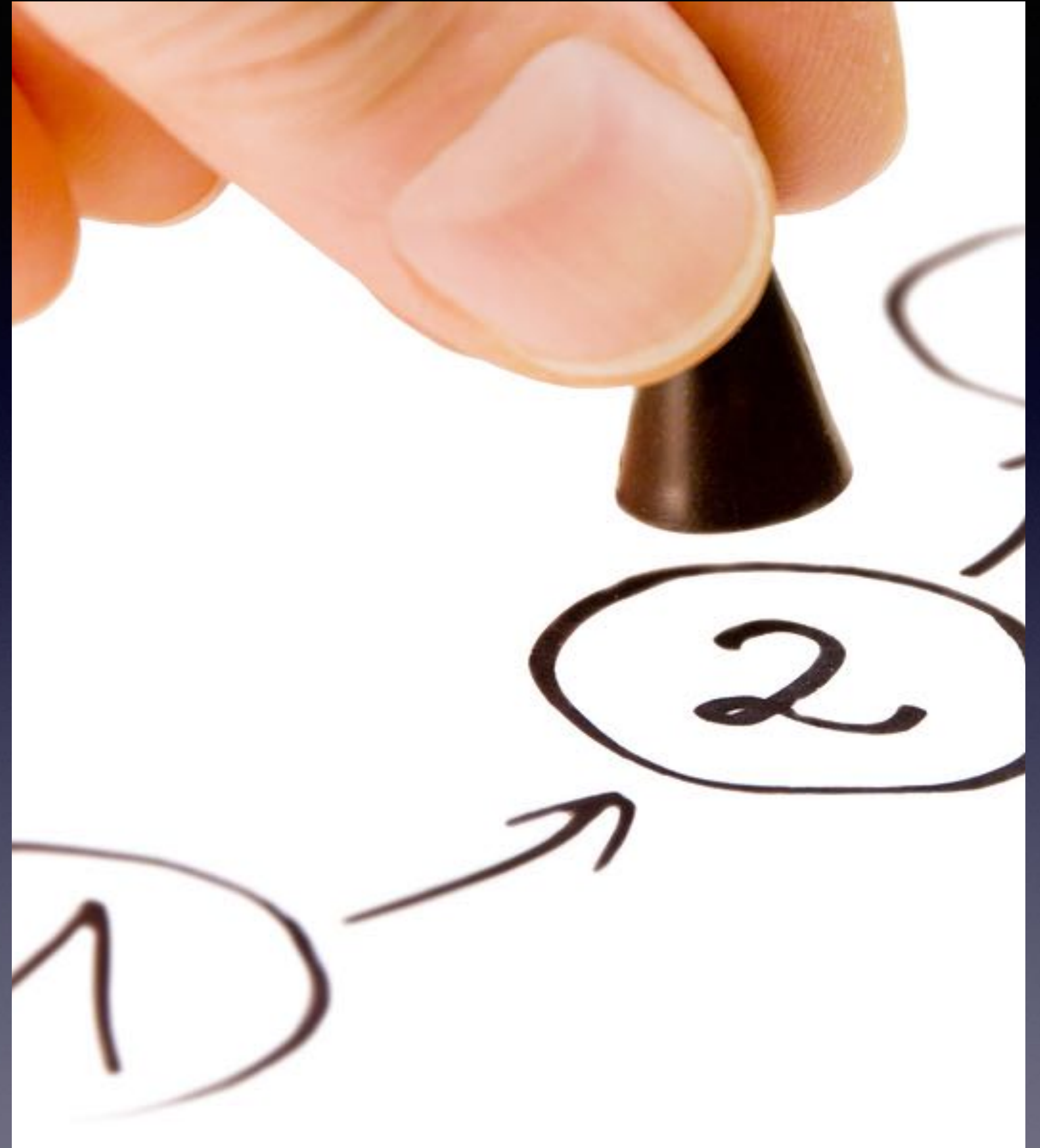


Exercise: Key Result Areas

- Make a list of all your activities during a typical week. Write fast! 3 min!
- Circle the most important one.
- Circle the second and third most important one.
- Decide on actions how to spend 80% of your time on these 3 key results areas.
- Discuss in groups of three. 10 min.



Technique #3: Daily plan

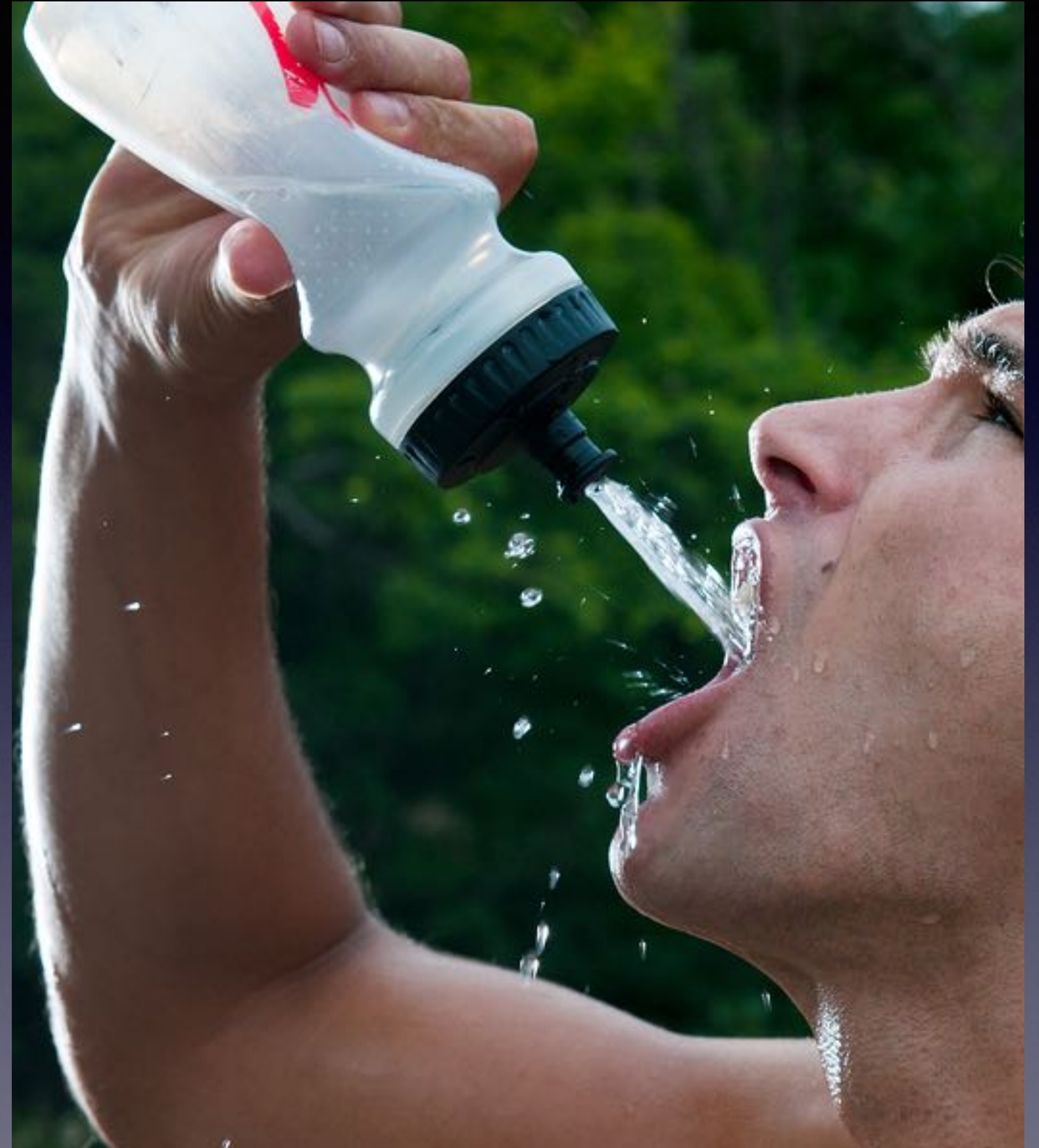


Technique #3: Daily Plan

- Each evening, decide the ONE top goal for the next day.
- Then decide on goals 2 and 3.
- Block time in your calendar for progressing toward these goals.
- Important: Start with the most important task first, before anything else!



Technique #4: Power blocks



Technique #4: Power Blocks

- We achieve highest performance when working in chunks of 25 min, followed by a 5 min break.
- After 4 power blocks, have a longer break.
- Important: NO distraction during these power blocks!

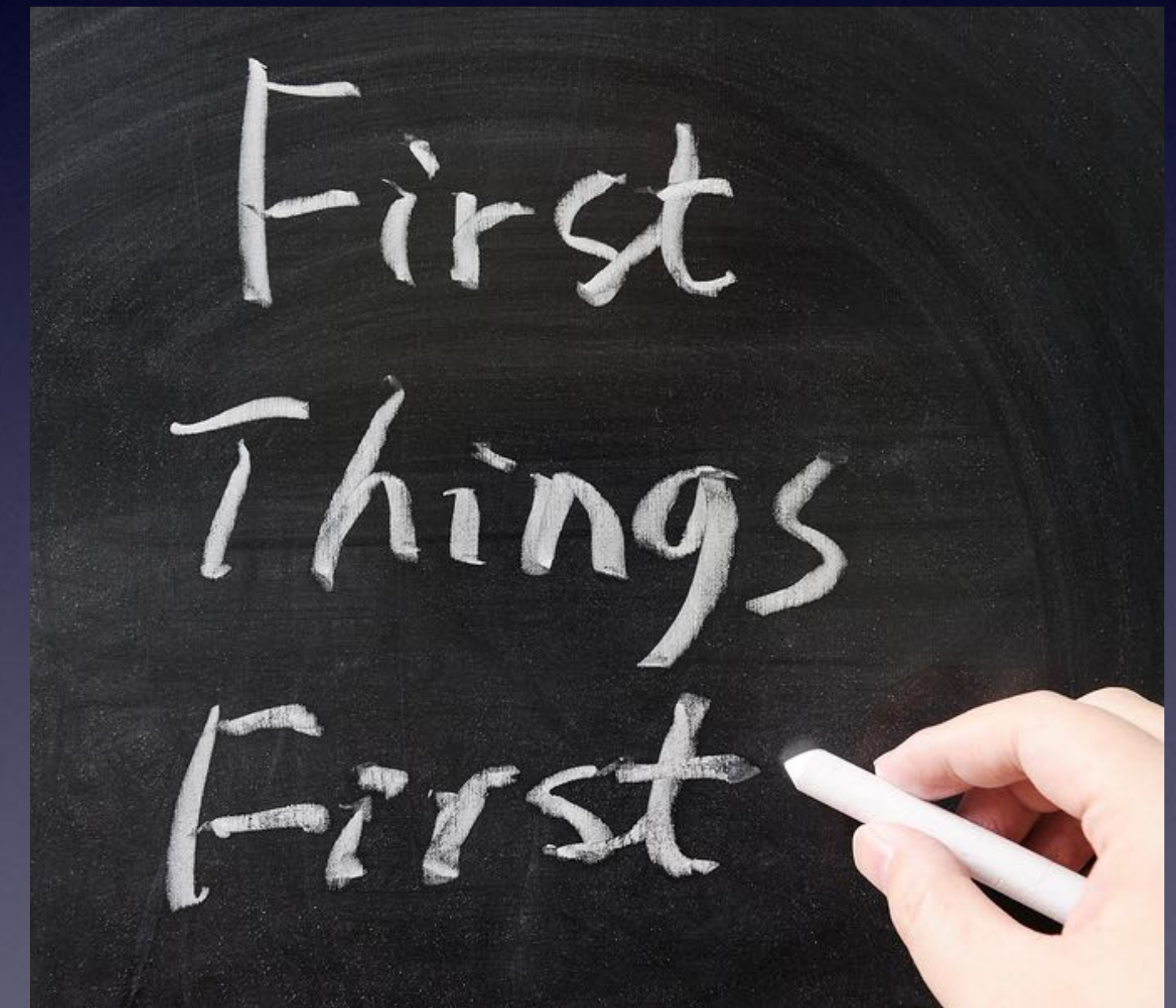


Technique #5:
First things first



Technique #5: First Things First

- Before taking on new projects or responsibilities, assess how well they match your key goals.
- Always put those projects on the top of the list that advance you the most in direction of your goals.
- Tip: maintain a scoring sheet for goal matching.



Technique #6:
Say “no”



Technique #6: Say "No"

- Areas to say "no" to:
 - Time vampires
 - Distractions
 - Constant Email-checking
 - Most meetings
 - Interruptions of your power blocks
 - Low value activities



Exercise: Say "No"

- Create a list of all topics you will say "no" to more often ("Not-to-do list")
- Discuss the results with your neighbour.
- 10 min



Technique #7: Assess results



Technique #7: Assess Results

- Each week, assess yourself in each of the other 6 productivity techniques on a scale 1 to 10.
- Set a goal for next week to improve the low ratings.
- Do this in writing!



The Next Big Question:
How Can We Master All These
Techniques On A Daily Basis?

The Answer: A Supportive Environment & Habits



You need productivity habits!

- Our willpower is too weak to keep us on track the entire day.
- Extremely productive people have installed habits that help them being productive. Examples:
 - Less choices on minor topics
 - Meditation
 - Supportive food
 - Lots of water
 - Power blocks
 - Recreational activities

Exercise: Productivity Habits

- Create a list of habits that you could create or strengthen in your daily life that would make you more productive.
- Discuss the results with your neighbour.
- 10 min



A supportive environment

- Your productive environment consists of:
 - people
 - work space (desk, room, light, noise, etc.)
 - information intake
 - support system
 - work tools



Exercise: Supportive Environment

- Create a list of elements in your environment that would make you more productive.
- Discuss the results with your neighbour.
- 10 min



The Last Piece:

How Can We Program Our
Mind To Become More
Productive?

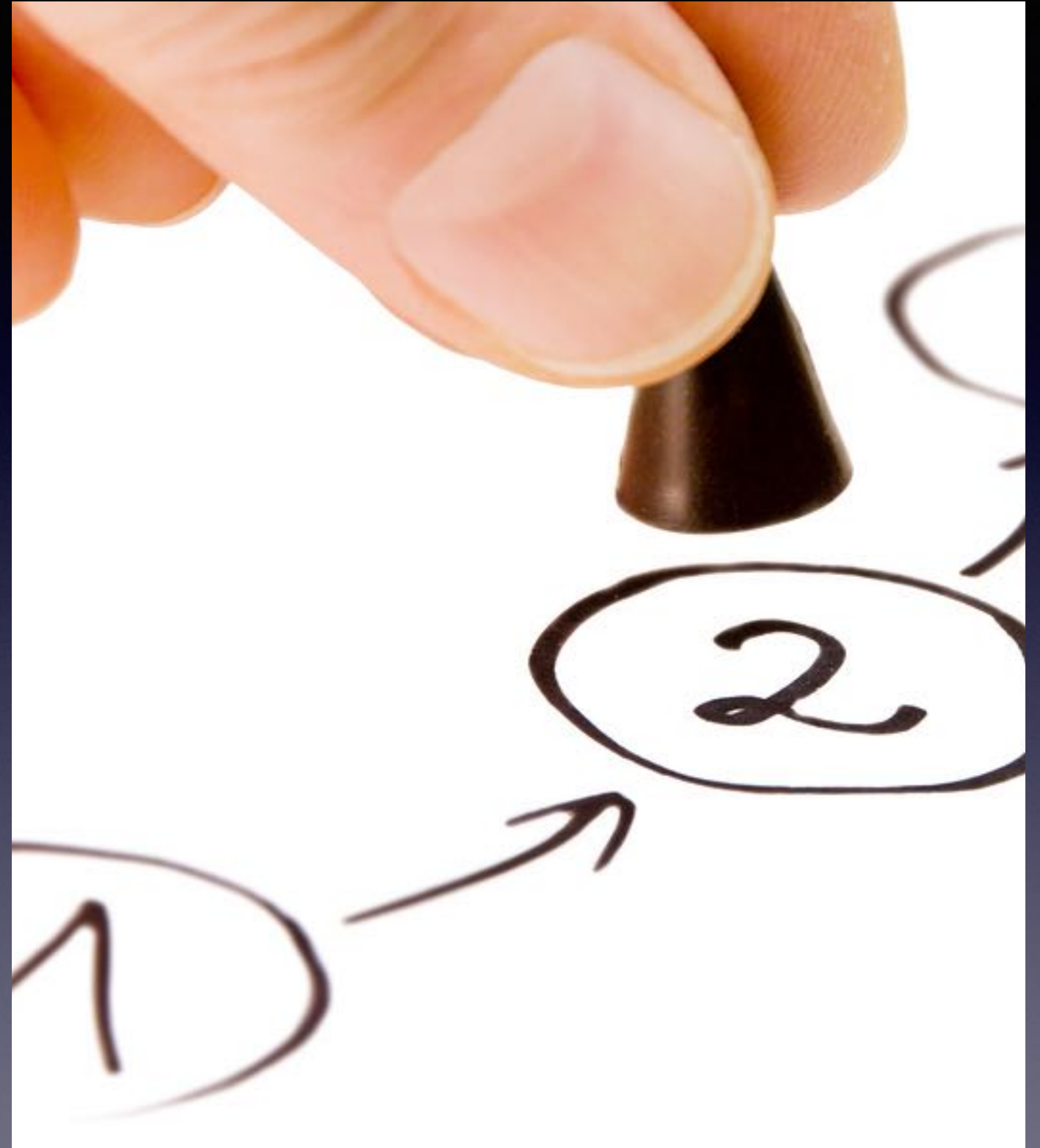
How Can We Program Our Mind To Become More Productive?

- Read and learn about and from highly accomplished people.
- Start your day with a strong productivity routine.
- Always value your time.
- Execute a new habit at least 30, better 60 days.
- Try different ways.
- Sleep well and enough.
- Drink a lot of water.
- Avoid distractions by all means.



Your next steps

How to create momentum



Five steps to grow your success

1. Make a **decision** for higher productivity and take full **responsibility**.
2. Select **ONE thing** you learned today and apply it immediately!
3. Get your **weekly success boost**: www.new-pace.com/friday-noon-memo
4. Watch out for my "**100 Day Success Challenge**" (coming soon)
5. For serious achievers: consider **personal coaching**

And now:
Let's get started!



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Questions?