



PRODUCTIVITY DURING TIMES OF UNCERTAINTY

A toolkit for leaders

WELCOME

During the unprecedented current global situation it is likely that you may feel you and your team are less productive than you could be.

Keeping focused, positive and productive can be a challenge when many of the things we rely on are taken away and our working environment fundamentally changes, and new demands on our time are introduced.

This toolkit of resources has been designed to enable you and your team to work together, stay productive and take individual ownership for your output.



NAVIGATING THIS TOOLKIT

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| 1 | 2 | 3 | 4 |
| THE BASICS Blocking time and handling interruptions | OUTCOMES Don't focus only on activity - Get really clear on the outcomes you're seeking | OUTPUT Key tools and tips to focus on high value outputs | RESILIENCE Use the feeling of being highly productive as a means of staying resilient |

THE BASICS

BLOCKING TIME AND HANDLING INTERRUPTIONS



BE PRODUCTIVE - BLOCK TIME



Kory Kogon is FranklinCovey's Vice President of Field Development. Kory is also one of the authors of the Wall Street Journal bestseller "The 5 Choices: The Path to Extraordinary Productivity", in addition to "Project Management Essentials for the Unofficial Project Manager" and "Presentation Advantage".

Blocking time is the number one time-management skill we MUST master to 100%. As things continue to speed up, and huge amounts of information come in like never before, we must make a fresh commitment to blocking time.

When I say blocking time, I mean: block time in your calendar in small increments depending on what you need to do. Even 30 minutes where you promise yourself to just focus on the task at hand will make a huge difference. Once you start this, you will find yourself doing it more often because you will get yourself "in the zone"

And to be perfectly honest, I've had to have a conversation with myself to make this my number one priority!

As knowledge workers, our brain is the number one asset we have, and it's up to us to optimise that asset. If we don't block time, we are never bringing our best self forward. It is impossible for our brains to do two things **well** at the same time. Yes, we can get stuff done that way, but is it really our best stuff?

I am working with teams right now that MUST improve certain areas to move their organisation forward. As I review and observe their world, blocking time is the answer that keeps appearing.

The time ticks by like a bad checking account...and a million distractions take more time away from what needs to be done masterfully. Blocking time, even in small increments, will reap enormous benefits.

To bring your best self forward for a piece of work that demands your best, try these three tips to make that time sacred and off limits to distraction:

1. **Close your email**
2. **Shut off your phone**
3. **Shut your door**

Do those three things well and you will juice your adrenaline, feel proud of yourself, and gain the strength to block yet another hour, another day – to win once again.

Give it a try. You'd be amazed at your own potential to win and win well.



4 TIPS TO HANDLE CONSTANT INTERRUPTIONS



Todd Davis is a member of the FranklinCovey Executive Team where he serves as the Chief People Officer. He is also a bestselling author with two books to his credit, *Get Better: 15 Proven Practices to Build Effective Relationships at Work* and *Talent Unleashed: 3 Leadership Conversations for Tapping the Unlimited Potential of People*.

Interruptions are a common issue that all leaders must deal with, while also working to deliver on their own responsibilities. Constant interruptions will negatively impact your productivity. This is doubly true now that our current working lives are so remote that our teams need our attention and the feeling of connection that brings.

With one interruption about every 10 minutes, they can take up to 25 minutes in recovery time. Use the following tips to take control of your time and to reduce the effect of interruptions:

1. **Pre-emptively set “off-limit” times with your team.** Explain that it's to better manage your time--not to ignore them. This gives your team permission to do the same.
2. **Ask team members to bring a list of questions to their weekly one-on-ones.** Answering questions in batches saves everyone time.
3. **Kindly but firmly ask if the interruption can be handled later.** Then schedule a time to address the interruption.
4. **Set an example by turning off,** or setting aside, all communication devices during remote meetings and peak work times.

While too many interruptions can limit you, too few might mean you're unavailable. Remember, your job as a leader is to develop others. Your team's, not your personal results, should be your first priority.



OUTCOMES

DON'T FOCUS ONLY ON ACTIVITY - GET REALLY CLEAR ON
THE OUTCOMES YOU'RE SEEKING



KEY INSIGHT

DEFINING YOUR KEY GOALS AND DESIRED RESULTS WILL
HAVE A HUGE IMPACT ON YOU, AND YOUR TEAM'S ABILITY
TO FOCUS AND STAY PRODUCTIVE

FRANKLINCOVEY ON LEADERSHIP WITH SCOTT MILLER
WEEKLY INTERVIEWS, TOOLS, ARTICLES, AND PODCASTS
TO HELP YOU BECOME A BETTER LEADER.

YOUR MENTAL NIGHTCLUB BOUNCER

In episode 88 of **FranklinCovey On Leadership** join two-time bestselling author and FranklinCovey's VP of Consulting, Leena Rinne, as she shares her insights and best practices for properly setting and achieving your goals. Manage the chaos of the pings, dings, tugs, pulls, and demands of your everyday life.



Leena Rinne is Vice President of Consulting at FranklinCovey. She is responsible for the hiring, operational support, management, and development of the FranklinCovey consultant team, and the ongoing high-quality delivery of FranklinCovey programs and solutions. She is also a co-author of the books *The 5 Choices: The Path to Extraordinary Productivity* and *Leading Loyalty: Cracking the Code to Customer Devotion*.

[WATCH OR LISTEN TO THE EPISODE](#)

APPLY IT WITH YOUR TEAM - DEFINING OUTCOMES NOT ACTIVITIES

STEP 1

TASK: Ask your team to watch or listen to episode 88 of **FranklinCovey On Leadership**

STEP 2

TASK: Download the “Define Goals and Key Results” Tool below

STEP 3

SHARE AND TASK: Share the tool with your team and ask each member to complete the tool based on their understanding of **the team’s** goals

STEP 4

SHARE: Come together as a team to discuss their thoughts on the team goals - make sure everyone gets the chance to share - without judgement or correction!

STEP 5

AGREE: Based on everyone’s input and your understanding of key organisational objectives, agree and finalise a set of 3 defined goals for the team.

STEP 6

COMMIT: Focus your next 1-on-1 with each team member on defining their contribution to the goals, work with them to develop their own personal set of measurable outcomes.

[Click here to download the
“Define Goals and Key Results” Tool](#)

OUTPUT

KEY TOOLS AND TIPS TO FOCUS ON HIGH VALUE OUTPUTS



KEY INSIGHT

WORKING TO ENSURE YOU AND YOUR TEAM ARE MAKING EFFECTIVE DECISIONS AND FOCUSING YOUR ATTENTION ON THE RIGHT THINGS WILL KEEP YOU PRODUCTIVE AND KEEP YOU WINNING.



THERE ARE 5 CHOICES...

Within this toolkit we are going to focus on two key choices you and your team can make to increase your productivity in these difficult times, however, if you would like to find out more information about all five choices, you can click the box to the right to watch a video overview.

THE 5 CHOICES TO EXTRAORDINARY PRODUCTIVITY OVERVIEW

[Click here to watch a video providing an introduction of all five choices](#)

CHOICE ONE

ACT ON THE IMPORTANT, DON'T REACT TO THE URGENT

Read the article and watch the video below to learn more about being truly intentional where you choose to focus your time and energy.

CHOICE ONE
ARTICLE

CHOICE ONE
VIDEO

LEARN TO FOCUS ON YOUR TOP PRIORITIES

In episode 5 of **FranklinCovey On Leadership** productivity expert Kory Kogon shares how to manage your productivity by rewiring your brain for focus, intentionality, and engagement.



Kory Kogon is FranklinCovey's Vice President of Field Development. Kory is also one of the authors of the Wall Street Journal bestseller "The 5 Choices: The Path to Extraordinary Productivity", in addition to "Project Management Essentials for the Unofficial Project Manager" and "Presentation Advantage".

[WATCH OR LISTEN TO THE EPISODE](#)

APPLY IT WITH YOUR TEAM - LIFE IN THE TIME MATRIX

STEP 1

TASK: Ask your team to read the Choice One Article and watch or listen to episode 5 of **FranklinCovey On Leadership**

STEP 2

SHARE: Come together as a team to discuss your insights on the time matrix, ask each team member to explain what their Q1, 3 and 2 activities are.

STEP 3

CLEAR THE PATH: Work with each team member, or as a group, to help each other to ensure that Q3 distractions don't take up their time, ask how you can all help minimise these?

STEP 4

COMMIT: Ask each team member to commit to reducing Q3 for each other, ensure everyone commits to a specific action

STEP 5

SUPPORT: During 1-on-1s with team members, ask them to talk you through where they are spending their time, through the lens of the time matrix.

STEP 6

SHARE: Make the time matrix part of your team language, and whenever you are together as a team, ask questions like - "is this a Q3?"; "How can I help you spend more time in Q2?"

CHOICE THREE

SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL

Read the article and watch the video below to learn more about having robust planning disciplines and processes in place to execute what is important.

CHOICE THREE
ARTICLE

CHOICE THREE
VIDEO

SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL

In episode 26 of **FranklinCovey On Leadership** join bestselling author and productivity expert Kory Kogon to learn how to consistently accomplish your most important tasks amidst urgencies, interruptions, and competing priorities.



Kory Kogon is FranklinCovey's Vice President of Field Development. Kory is also one of the authors of the Wall Street Journal bestseller "The 5 Choices: The Path to Extraordinary Productivity", in addition to "Project Management Essentials for the Unofficial Project Manager" and "Presentation Advantage".

[WATCH OR LISTEN TO THE EPISODE](#)

APPLY IT WITH YOUR TEAM - WEEKLY PLANNING

STEP 1

TASK: Ask your team to read the Choice Three Article and watch or listen to episode 26 of **FranklinCovey On Leadership**

STEP 2

TASK: Download and share the “Weekly Planning” tool below and watch the “Weekly Planning” video with your team members

STEP 2

ASK: Ask your team members to, on a weekly basis, define their ‘big rocks’, and to share with you what the one or two most important things they are going to do this week.

STEP 3

SHARE and COMMIT: Share your big rocks as a team, socialise them, and commit to them together.

STEP 4

REVIEW: On a weekly basis, review your commitments as a team and ask whether they were achieved. If a team member struggled, provide support as a group and help each other to clear the path.

[Click here to watch the “Weekly Planning” video](#)

[Click here to download the “Weekly Planning” Tool](#)



RESILIENCE

USE THE FEELING OF BEING HIGHLY PRODUCTIVE AS A
MEANS OF STAYING RESILIENT



KEY INSIGHT

THE KEY ELEMENT TO STAYING PRODUCTIVE AND POSITIVE IS TO BUILD A ROUTINE THAT INCLUDES LOOKING AFTER YOURSELF



I HAVE TO. I OUGHT TO. I GET TO

In episode 6 of **FranklinCovey On Leadership** join Hyrum Smith, one of the most influential thinkers on modern time management, as he shares insights on productivity from his 50-year career.



Hyrum W. Smith was a distinguished author, speaker, and businessman. He was the Co-Founder and former CEO of Franklin Covey, Co. For three decades he empowered people to effectively govern their personal and professional lives. He combined wit and enthusiasm with a gift for communicating compelling principles that incite lasting personal change.

Hyrum W. Smith passed away in late 2019.

[WATCH OR LISTEN TO THE EPISODE](#)

In episode 47 of **FranklinCovey On Leadership** join Laura Vanderkam, author of *What the Most Successful People Do Before Breakfast*, to learn how to make the best use of your early hours, with morning makeover tips that fit the realities of your life



Laura Vanderkam is the author of several time management and productivity books, including *Juliet's School of Possibilities*, *Off the Clock*, *I Know How She Does It*, *What the Most Successful People Do Before Breakfast*, and *168 Hours*. Her work has appeared in publications including the New York Times, the Wall Street Journal, Fast Company, and Fortune. She is the host of the podcast *Before Breakfast* and the co-host, with Sarah Hart-Unger, of the podcast *Best of Both Worlds*. She lives outside Philadelphia with her husband and four children.

[WATCH OR LISTEN TO THE EPISODE](#)

CREATE A WORK FROM HOME ROUTINE THAT INCREASES YOUR WELL-BEING



In this episode of **Leadership Lab** entrepreneur, author, and all-around-wellness expert, Sloane Elizabeth, joins Patrick Leddin to discuss working from home. She talks about her typical workday: when she gets up, what she eats, where she works from in the house, how often she moves, etc. In doing so, you will get a picture of how you can become a healthier, more effective version of yourself.

[WATCH OR LISTEN TO THE EPISODE](#)



APPLY IT WITH YOUR TEAM - FOCUS ON WELLBEING

STEP 1

TASK: Ask your team to watch or listen to episodes 6 and 47 of **FranklinCovey On Leadership**, and episode 31 of **Leadership Lab**

STEP 2

COMMIT: Commit to discussing their insights into their own home working routines and how they might balance their focus on work and themselves at your next 1-on-1

STEP 3

DO: Focus your next 1-on-1 on listening to your team member's insights

STEP 4

COMMIT: Commit to supporting them to put in place working routines that help both their productivity and their wellbeing



ENGAGEMENT

RESULTS

GROWTH

EXECUTION

PURPOSE

WE HOPE YOU FOUND THIS TOOLKIT USEFUL