



inspiration to  
implementation

# Personal Productivity

Pre-webinar survey

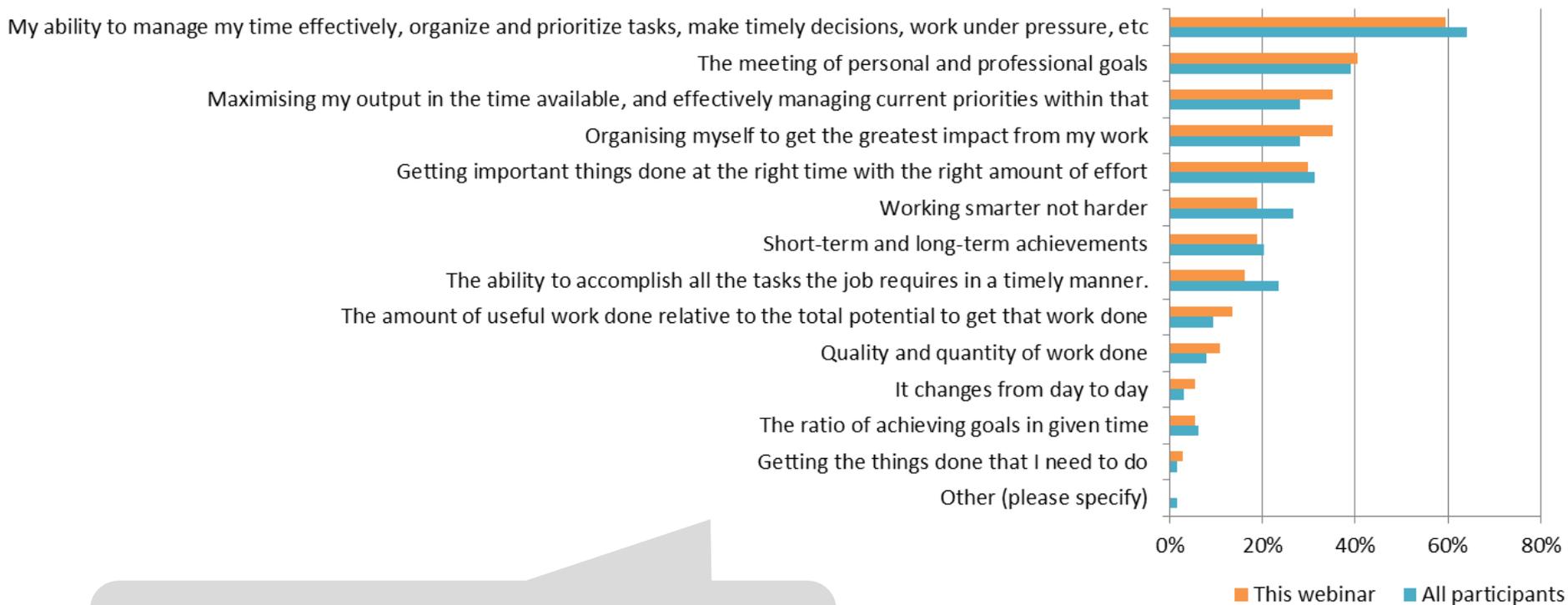
*9 February 2011*

# The survey was completed by those attending the Webinar

The screenshot shows the idenk website interface. At the top left is the idenk logo with the tagline 'Perform to your Potential'. To the right is a blue navigation bar with the text 'idenk - The Complete Business Thinker'. Below this is a horizontal menu with buttons for 'About Us', 'Supporting Teams', 'Developing Individuals', 'Facilitating Events', 'Building Strategy', and 'Generating Insights'. On the left side, there is a sidebar with several sections: 'idenk Updates' (with a sign-up form and 'Subscribe' button), 'Articles', 'Resources', 'Assessments', and 'Business Briefing'. The main content area is titled 'Personal productivity questionnaire' and contains the following text: 'Thank you for taking the time to complete this survey on personal productivity. For those of you taking part in a forthcoming idenk training webinar, the results will be used to tailor the content in that session. For all doing the survey, please enter your email address at the end of the survey to receive an aggregated summary of the survey results and regular personal productivity 'top tips' mails. If you have any questions on this survey or are looking for support to develop your own or your team's productivity, please email productivity@idenk.com The idenk team'. At the bottom of the main content area, there is a progress bar showing '5% complete', a 'Next' button, and a 'Reset this survey' link.

<http://www.idenk.co.uk/survey/ppq.shtml>

# What does personal productivity mean to you?



*“Which 2 or 3 of the following statements would best define what 'personal productivity' means to you?”*

Some of us find of it  
**more of a challenge** than others!



*“How do you rate your own productivity?” [10 = high]*

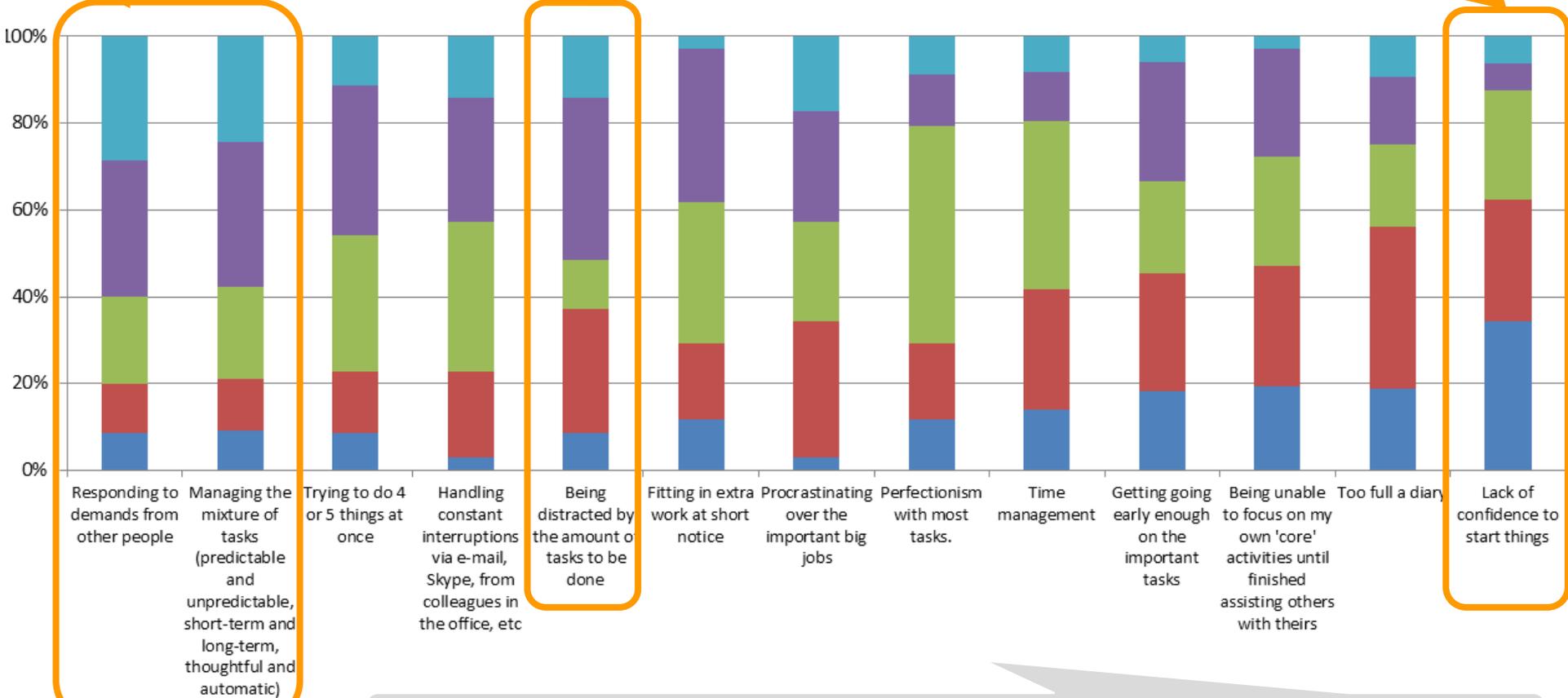
# What we need most: space to focus

1 = not an issue      2      3      4      5 = this is a big issue for me

Most challenging

Least challenging

Most variable response



“What is your biggest challenge around personal productivity?”

5. In terms of the impact that you make in your work, how important is productivity in relation to being an expert in your role (ie "knowing about things")

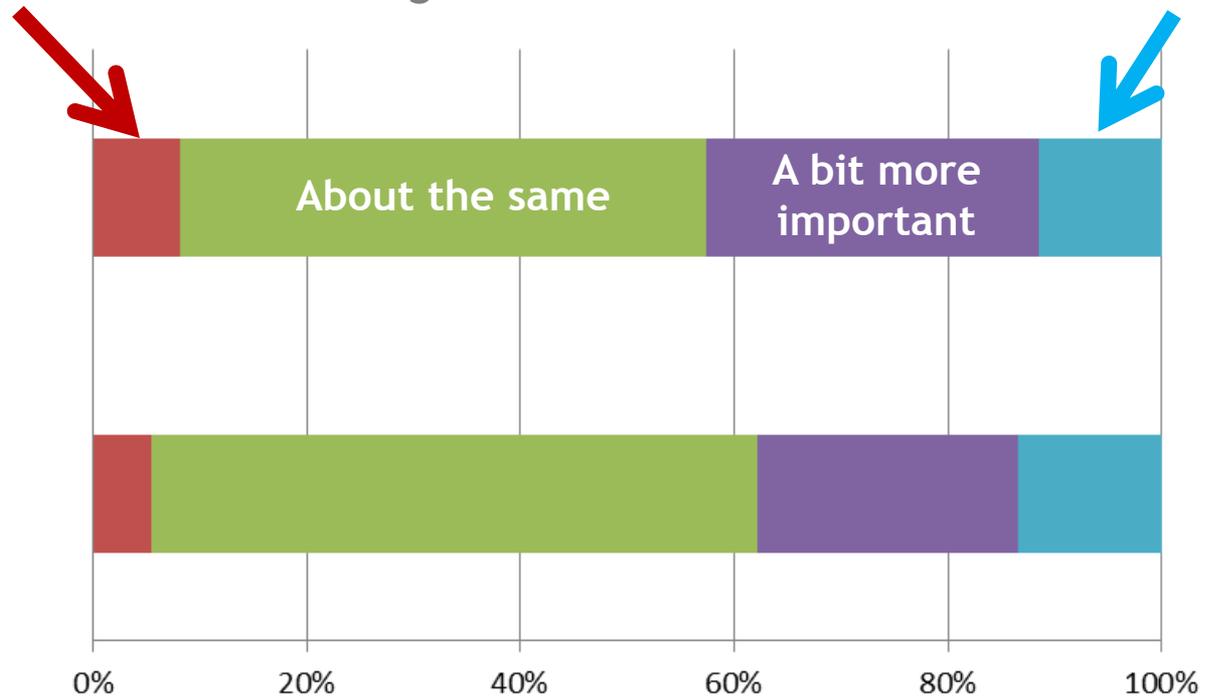
- a. Not nearly as important
- b. A bit less important
- c. About the same
- d. A bit more important
- e. Much more important

# Knowledge or productivity?

## Both are important

Productivity skills **“a bit less important”** than knowledge

Productivity **“much more important”** than content knowledge



This webinar group

All PP course / webinar participants

Nobody, either in this webinar group or previously, thinks productivity is “not nearly as important” as knowledge

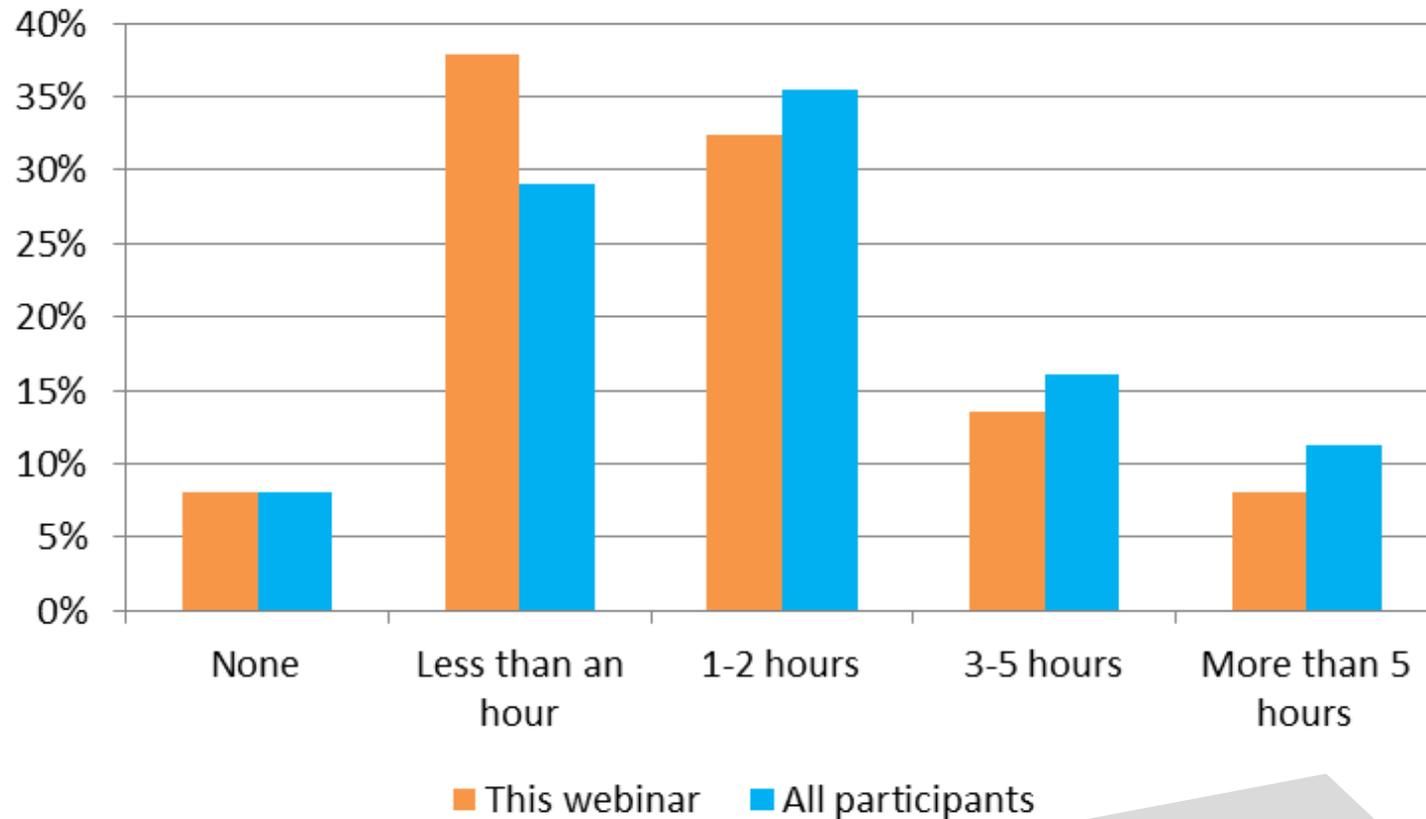
What you said:

## (the wisdom of crowds)

- **Prioritise and manage tasks**
- **Plan ahead**
- Get on with it
- Eliminate distractions
- Use appropriate technology
- Block out time in diaries to complete tasks
- Focus on the task in hand
- Manage emails
- Allow time for the unexpected, Be "good enough", not "perfect", Build relationships - it's never wasted time, Change tasks if you get stuck - return to it later, Delegate more, Diarise regular tasks, Keep notes of conversations, Manage expectations, Manage interruptions, Be motivated to complete the task, Trust in your own knowledge, Use deadlines to help focus, Work in the early morning, not late in the evening

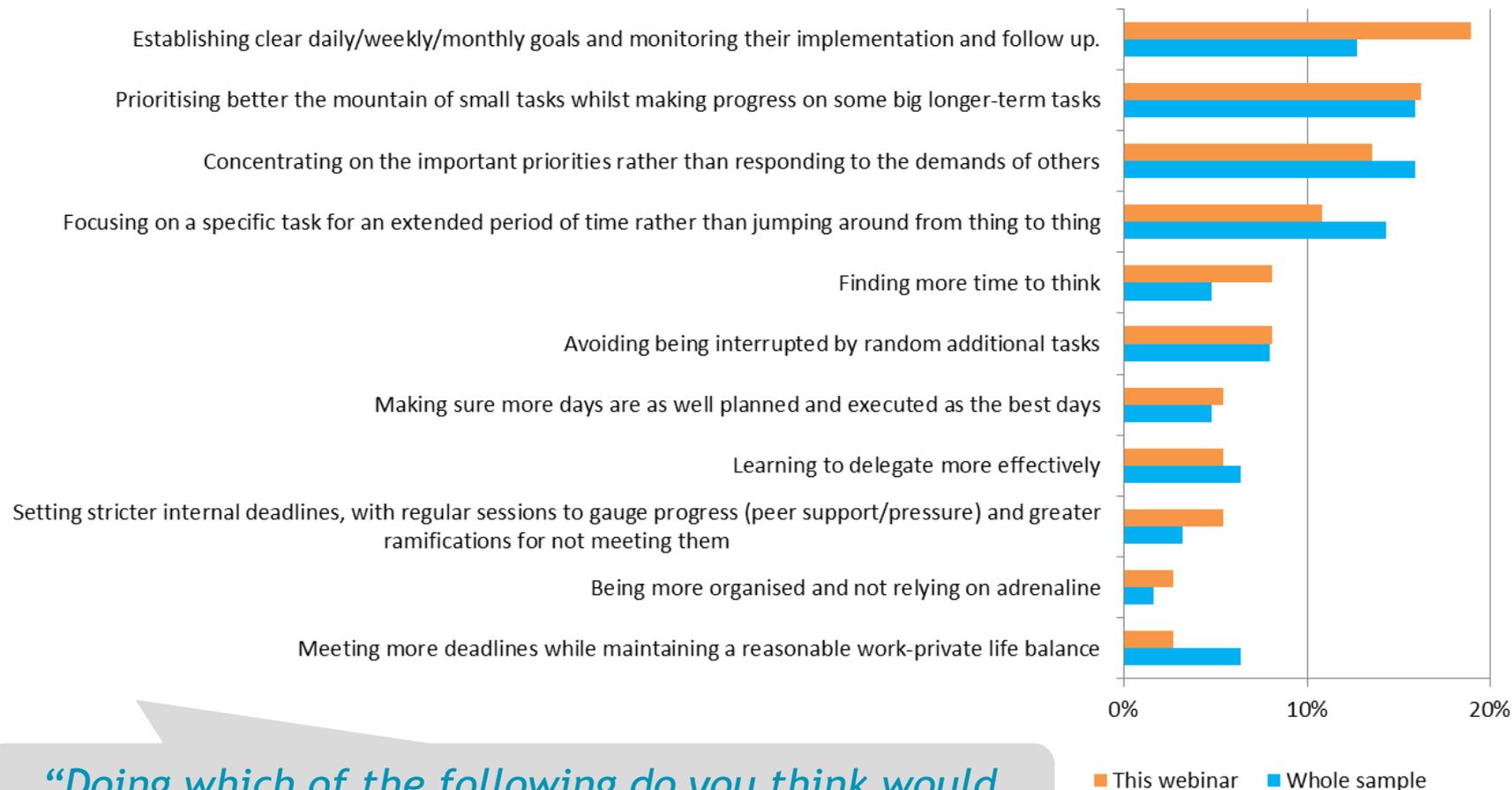
*“What has been  
**best lesson**  
you've learnt to  
improve your  
productivity?”*

# We do spend some time thinking about improving



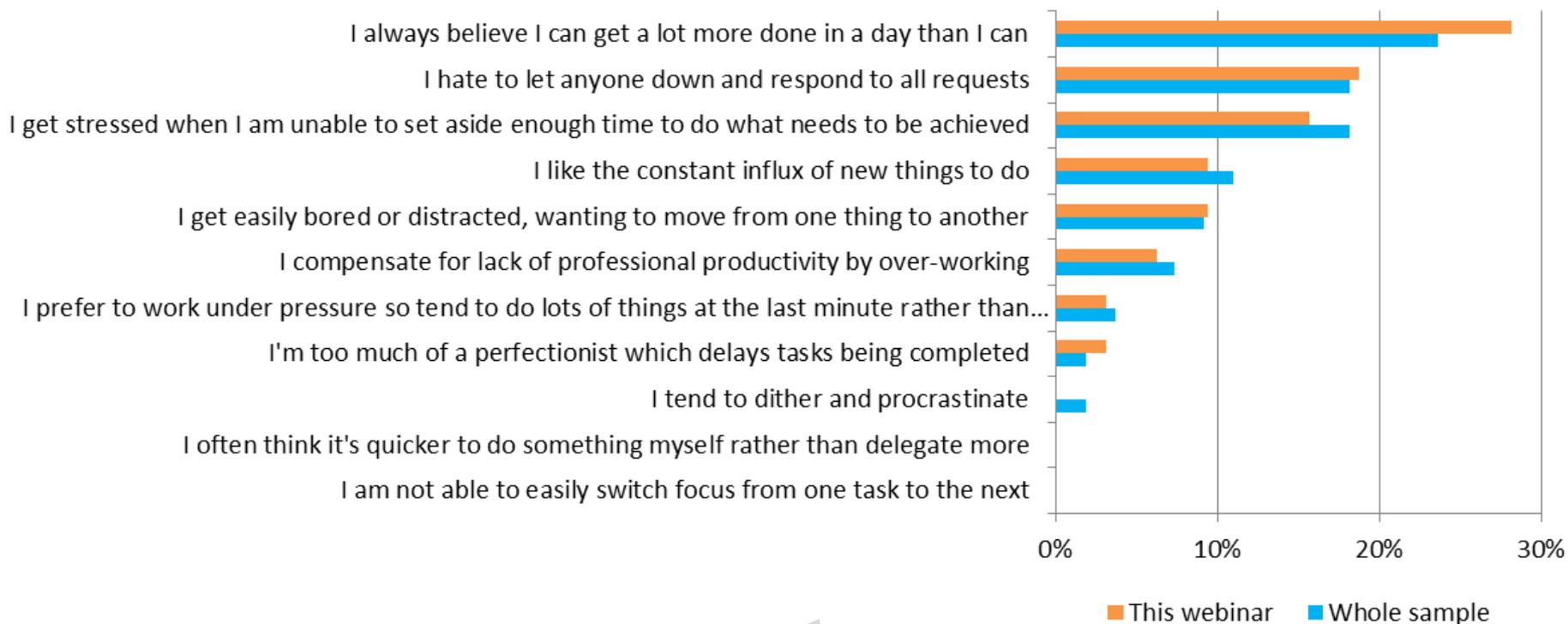
*“How much time (hours per month) do you spend time reflecting on your productivity and thinking about how you could improve it?”*

# Setting goals and prioritising would increase your score most



*“Doing which of the following do you think would most increase the score you've given yourself?”*

# Personality affects productivity



*“How do you think your personality affects your productivity?”*

# Characteristics of the personally productive

“Schedules ahead ... and reviews workload priorities”

“Balances attention to detail with need to get things done”

“Wastes no time getting on with new tasks”

“Ability to keep so many balls in the air ... apparently effortlessly”

“Keeps clear lists from meetings and emails”

“Prioritises and remains approachable: professional and personal”

“Sets aside time to think during normal working hours”

“Their single focus ... clarity of thought and decisiveness”

“Ability to stack demands on their time [up to a limit] without a reaction from those making the demands”

*“Thinking about the person (a colleague, someone else you know, etc) who you think is the best example of personal productivity, what is it about how they manage themselves that impresses you?”*

# How to start becoming more productive

Declutter (physically and electronically)

Boost personal confidence

Reduce distractions

Change career / job / role

Focus on my own work more

Delegate more

Don't be such a perfectionist

Give tasks the right amount of effort

Be better at maths

Use technology better

Nothing

Don't be so chatty

Improve my working environment

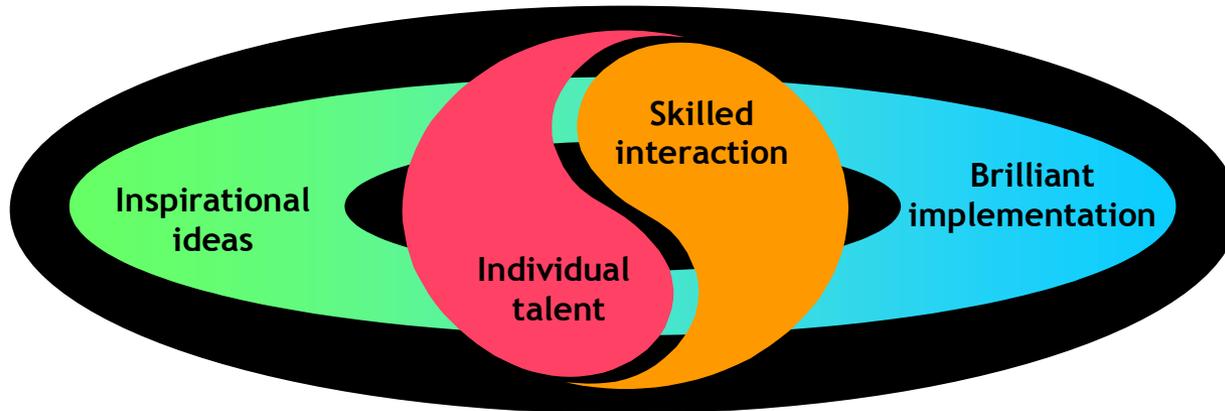
Less commuting

*“If you could redesign your whole life from scratch to be more productive, what would you start with?”*

idenk support encompasses the critical '4 Is' :  
 ideas | implementation | individuals | interaction

***The inspiration-implementation cycle***

All organisations face the challenge of delivering results today while creating fresh ideas that make them successful in the future



***The individual-interaction balance***

People need to learn how to unlock their talents through building their own capabilities and improving the quality of how they work together