



FOCUS

*Maximizing Your Productivity*

“You are the captain of your own ship. Don’t let anyone else take the wheel.” - Michael Josephson

# Finding Flow: Worksheet

## **To enter a flow state:**

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- What are you doing when you're in the zone?
- What does your environment look like and feel like?
- What's the specific skill you're using?
- What excites you / challenges you when thinking about your work?
- When can you schedule deep work during the day?

# 3 Degrees of Difficulty

## Using the activity log

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- Print it out
- Add your planned time
- Write down the actual activity as you do it (yes this may cause an interruption)
- Include any activities like answering emails, scheduling meetings, writing, reading, making coffee, texting)
- Degree of difficulty = 1-3
- Energy Level = low, med, high

*Activity Log from the NeuroLeadership Institute*

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Planned Activity	Actual Activity	Degree of Difficulty	Start	End	Time Spent	Energy Level	Comments

# 3 Degrees of Difficulty: Worksheet

## To maximize your productivity:

- What did you learn about your work habits?
- When are you most productive? How much time are you dedicating to Level 3 tasks? Can you dedicate more time or do you feel satisfied?
- What tasks do you want to eliminate from your day?
- How will you go about eliminating those tasks?

*IDEAL DAY WORKSHEET from the NeuroLeadership Institute*

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Time	Activity	Degree of Difficulty