



## *Personal Productivity Track*

### **PI: PAST PREDICTS FUTURE - TPO AS YOUR PRODUCTIVITY TEMPLATE**

#### **SESSION OUTCOMES**

- The client has a working understanding of how to apply insights from their motivational flow to issues of personal productivity.
- The client has done an honest assessment of their own productivity management.
- Building upon insights into their motivational flow gained during the Foundational Coaching Track, the client has begun to explore applications to their own productivity.
- The client has begun to consider how the “shadow side” of their motivation flow undermines their productivity, laying groundwork for a plan to counter these tendencies.

#### **SESSION PREPARATION**

In order to ensure a successful session, it's important that both you and your client do a little pre-work.

*Ahead of Session P1 your client will:*

- Review handouts they received and notes they took during their Foundational Coaching Track.
- Honestly assess themselves on their productivity.
- Consider the productivity strengths and challenges in their own motivational flow.

*Ahead of Session P1 you will:*

- Review your client's MCODE report and notes from past sessions.
- Consider their pattern with energy, time and priority management in mind, anticipating the productivity challenges their profile suggests.
- Consider their pattern with leadership in mind, anticipating the influence strengths and challenges their profile suggests.

## COMMUNICATION

One week ahead of the appointment send an email message similar to this to your client:

Greetings \_\_\_\_\_,

*I'm looking forward to connecting again with you in this first session of the Personal Productivity Coaching Track. Our initial coaching session is scheduled on \_\_\_\_\_ at \_\_\_\_\_ [via Zoom (the link is here)] or face to face at (address). While this begins a new series of coaching engagements centered on productivity. We will be building on progress we made in our time together working through the Foundations Coaching Series.*

*We'll begin our first session – before diving into our main topic – with you sharing some of how your commitment from our Foundations Coaching is playing out. I look forward to hearing of your progress and any questions you have or challenges you've faced.*

*Our focus for the upcoming personal productivity session (P1) will be building your productivity plan in line with your motivational flow.*

*To gain the most from Session P1 I suggest you work through the following preparations: Review handouts you received and notes you took during the Foundational Coaching Track you completed. Refreshing yourself on these core principles will give you a “booster shot” headed into this track.*

*Review the three achievement stories you drafted and are recorded in your MCODE report. Make some observations about what made you productive from your stories. The productivity patterns embedded in these successes are going to provide a template for successful productivity planning in the future.*

*Review your “trigger–process–outcome” motivational flow. This is going to be a key we will return to again and again in the weeks ahead. What do you see in your motivational flow that can help you be most productive.*

*Review the “shadow side” insights you gleaned during these coaching sessions. Knowing what can erode your influence and steal your focus and energy is invaluable in building a strategy for productivity. What will steal your productivity?*

*Come ready to discuss what you uncover in these exercises.  
I look forward to our time together.*

*Sincerely,*

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*Certified MCODE Practitioner*

## SESSION OUTLINE

### **Meet + Greet [3 minutes]:**

*Practitioner Note: Come with something personal to share with your client (no more than 30 seconds of this 3 minute block). Then ask them to share, and follow up with at least one probing question.*

**Transition / Accountability [2 minutes]:** “Our last session together wrapped up \_\_\_\_\_, and we discussed \_\_\_\_\_. In response you committed to \_\_\_\_\_. How is this commitment playing out?” [Client responds].

**Transition / Preview [1 Minute]:** “Today we are going to build on the Foundation Coaching Track you completed and with those insights in mind begin the Personal Productivity Series. One of the most common questions I get from clients is, “How can I get more things done, more efficiently, with better quality? I know I can improve my output; I just don’t know how.” We’ve designed this track to solve that challenge. In the weeks ahead I’m going to introduce you to two simple and proven processes: The Ivy Lee system for prioritizing tasks, and the Prime–Time Zone system for engaging your time and energy. Along the way, I’m going to work with you to personalize these principles and implement them through the framework you’re already familiar with: your own unique motivational pattern. The synergy here will be powerful!

*Practitioner Note: For each coaching session – whether it is a choreographed format like this one, or an open discussion format – keep the F.L.O.W. coaching model front and center in your mind. Make running notes through the session, and keep track of where you are in the model, particularly when you transition from one segment to another. Take note specifically of where in the F.L.O.W. pattern you are seeing the energy and the “aha” moments. These will be key insights when you guide the client to potential action items at the the “W.ork It” segment of the F.L.O.W. model. Also, keep close tabs on the clock. It’s the coach’s responsibility to strike the healthy balance between following the improvisation of the session WITHIN the bounds of time and topic. This takes practice, and watching the clock is vital.*

### **Consultative Coaching Conversation [15 minutes]**

**Context [3 minutes]:** It’s been said, “History doesn’t repeat itself, but it rhymes.” Nowhere is this more true than in our own personal, small slices of history, where the similar patterns of motivation appear and reappear again and again many times. That pattern is the premise of MCODE, and you are part of its proof. As we begin a coaching journey focusing on your present and future productivity we are going to first look back to your past. While there are general principles for human productivity there is no one size fits all formula for everyone. Your own tailored pattern for productivity is yours alone, and it already exists, awaiting discovery in your past productive moments. The way you succeeded yesterday IS the way you will succeed going forward.

Identifying those productivity patterns is the first step in going to the next level in getting things done.

**Content review and response [12 minutes]:** “As preparation for today, I suggested that you return to your MCODE report and to notes you took during our Foundation Coaching sessions, to review your three achievement stories, your trigger–process–outcome motivation flow, and the “shadow side” of your motivations that can erode your effectiveness.

What productivity insights came to light as you reviewed your achievement stories?

What productivity insights came to light as you reviewed your trigger–process–outcome motivational flow?

What did you learn as you reconsider the “shadow side” tendencies of your top motivations?

*Practitioner Notes:*

*Follow the natural flow of this conversation.*

*Express observations at natural breaks in the conversation. Refer back to some of the insights you noted from past sessions.*

*Listen especially for connections with their motivational flow; remember to keep at hand their report and your notes of their motivation flow pattern.*

*As always, watch the clock.*

### **Current Challenge [20 Minutes]:**

*Practitioner Note: In this section you will guide your client through the F.L.O.W. (Find Out, Learn About, Own, Work It) process to surface one pressing productivity challenge where prioritizing action is needed. Your goal is to help surface the client’s F.L.O.W. (Find Out, Learn About, Own It, Work It) for this challenge.*

**Find Out:** What are your biggest barriers to being the most productive you can be?

**Learn About:** Consider your achievement stories and the motivation flow embedded in them. How might recalling your recurring pattern of trigger–process–outcome help you improve this/ challenge?

**O.wn:** Is there a “shadow side” tendency in your motivation flow that sheds light on why you are struggling to meet this responsibility with excellence?

**W.ork it:** Given what you have learned about your motivation flow and your shadow side tendencies, what one or two adjustments could you make to upgrade your productivity in this sphere? Is this your commitment?”

*Practitioner Note: In response to your client's commitment to pursue this action, commit in return to offer encouragement and accountability.*

**Wrap [5 Minutes]:**

Ask the client: "What was most helpful from our session today?"

Provide a succinct, reflective, encouraging summary of what you heard from the session.

**SESSION FOLLOW UP**

The day after Session P1 send your client an email:

- Recapping insights and commitments.
- Affirming the schedule for the next session.
- Reminding them it will be an "open discussion" format.
- Asking them to keep track of progress and challenges as they implement principles day to day.
- Asking them to come to the next session with five sentences expressing one real-life opportunity for increasing productivity.