



Personal Productivity Track

P3: MANAGING PRIORITIES WITH THE “IVY LEE METHOD”

SESSION OUTCOMES

- The client has a working understanding of the IVY LEE productivity process.
- The client has done an honest assessment of their own productivity strengths and challenges.
- The client has begun to build upon insights from the P1 session and to apply productivity principles in light of their own motivation pattern.

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 P3 your client will:

- Read James Clear's article on the “IVY LEE method” for productivity at <https://jamesclear.com/ivy-lee>.
- Weigh strengths and challenges in their own productivity.
- Reflect on the IVY LEE system in light of strengths and “shadow side” insights they have gleaned from their own motivation flow.

Ahead of Session P3 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.

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 on our next coaching session on _____ at _____ [via Zoom (the link is here)] or face to face at (address). This will be our third session in the MCODE Personal Productivity Coaching Track and we'll build on progress we've made in our time together to continue to frame up your capacity to "get things done."

Our last session together was an "open conversation" format and we discussed _____, and in response you committed to _____. We'll begin our next session – before diving into our main topic – with you sharing some of how this commitment 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 (P3) will be setting priorities and executing on them.

*To gain the most from Session P3 I suggest you work through the following preparations:
Read James Clear's short article on the "Ivy Lee method" for productivity at <https://jamesclear.com/ivy-lee>.*

Weigh strengths and challenges in your own productivity.

Reflect on the IVY LEE system in light of the insights you have already gleaned exploring your own motivation flow.

Come ready to discuss some live examples of your own productivity challenges.

I look forward to our time together.

Sincerely,

Certified MCODE Practitioner

SESSION OUTLINE

Meet + Greet [2 minutes]:

Practitioner Note: Come with something personal to share with your client (no more than 30 seconds of this 2 minute block). Then ask them to share, and follow up with at least one probing question.

Transition / Accountability [2 minutes]: “Our last session together was an “open conversation” format 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 explore the IVY LEE productivity process, weighing this against an honest assessment of your own productivity strengths and challenges. Then, in light of what you're learning about your own motivation pattern and what we've already explored in our first two productivity sessions, you'll continue to hone your personalized plan for productivity.”

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 and particularly when you transition from one segment to another. Make note of specifically 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]: “How do you feel when someone ‘wastes’ your time? Let's find out... [Begin stopwatch and wait silently for one minute]. “That was one minute, of your life, off your life. How did that feel, that I had you doing nothing, getting nothing for a full 60 seconds?” [Client responds]. “There are 525,600 minutes in one year, so the minute we just wasted doesn't seem like much. But wasting one still nags on us because *squandered bits of time adds up*. We've all gotten to 5:00 pm feeling “I didn't get anything done!” But, there *is* a silver bullet to getting more accomplished: STOP MANAGING TIME; START MANAGING YOUR PRIORITIES.”

Content review and response [12 minutes]: “As part of preparation I suggested that you review James Clear’s article on the Ivy Lee method for prioritizing tasks.

- How did the Ivy Lee process strike you?
- Is this relevant for you? Why or why not?
- In light of what we’ve explored over the last two sessions regarding your own level of productivity, how might this principle fit into your own prioritization and execution process?”

Practitioner Notes:

- *Follow the natural flow of this conversation.*
- *Express observations at natural breaks in the conversation. Add in that Ivy Lee is effective because:*
 - *It’s simple enough to work.*
 - *It forces single-tasking; multi-tasking is a myth.*
 - *It forces decision-making.*
 - *It creates focus*
- *Listen 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 [25 Minutes]:

Practitioner Note: In this section you will guide your client 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, Work It) for this challenge.

Find Out: “In what specific assignment or responsibility do you find your productivity stalled?”

Learn About: Given what you have already explored regarding your motivational flow, and what we have examined about prioritization in the Ivy Lee method, what do you believe is the core issue behind your productivity challenge?

Own: “Is there a ‘shadow side’ tendency in your motivation flow that sheds light on this? Have you seen similar productivity challenges in other domains? How do your achievement stories suggest you have been most productive in the past?”

Work it: “Given what you have learned about your motivation flow and about key productivity principles, if you were to make one change today that would have the most positive impact, what might it be? Is that 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]:

1. Ask the client: "What was most helpful from our session today?"
2. Provide a succinct, reflective, encouraging summary of what *you* heard from the session.

SESSION FOLLOW UP

The day after Session P3 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 one real life opportunity for increasing productivity that they have expressed in five sentences.