



Personal Productivity Track

P5: ENGAGEMENT TIME ZONES: A-TIME, B-TIME, C-TIME, D-TIME

SESSION OUTCOMES

- The client has a working understanding of the time zones.
- The client has done an honest assessment of their own engagement management.
- Building upon insights from this and prior Productivity Track sessions – and in light of their own motivational pattern – the client has begun to refine their tailored productivity plan of action.

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 P5 your client will:

- Watch the video “Engagement Time Zones”
- Weigh strengths and challenges in their own time engagement practices.
- Reflect on their engagements in A-Time, B-Time, C-Time, and D-Time in light of strengths and “shadow side” insights they have gleaned from their own motivation flow.

Ahead of Session P5 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 fifth session in the MCODE Personal Productivity Coaching Track and we'll build on progress we 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 (P5) will be managing how we leverage time to successfully execute our responsibilities.

To gain the most from Session P5 I suggest you work through the following preparations:

Watch the video "Time Zones"

Weigh strengths and challenges of your own time engagement practices.

Reflect on your own engagement in A-Time, B-Time, C-Time, and D-Time in light of the strengths and "shadow side" insights you have gleaned from your own motivation flow.

Come ready to discuss real examples of your own "Time Zone" challenges.

I look forward to our "time" together.

Sincerely,

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 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 introduce a concept we call ‘time zones,’ weighing this model against an honest assessment of your own time engagement patterns. You’ll then take this insight, together with what you’ve learned about your own motivational pattern and what we’ve already explored in our prior productivity sessions, to 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]: You may be familiar with these two old sayings: “A watched pot never boils.” And, “Time flies when you’re having fun.” Both seem true because time itself seems to change speed based on how quickly we’re moving through it. In his law of special relativity Einstein proved that this isn’t illusion; it actually happens! Leveraging this, and then knowing when and how to move in and out of different “time zones” is a master key in productivity.

Content review and response [5 minutes]: “As preparation, I suggested that you review the video we produced called, ‘Engagement Time Zones’ For review: A-Time is *concentration*, B-Time is *preparation*, C-Time is *execution* and D-Time is *relaxation*.”

- What are your initial thoughts on these zones?
- In light of what we’ve explored in prior sessions regarding your own level of productivity, how might these zones help you to be more productive?

Practitioner Notes:

- Follow the natural flow of this conversation.
- Express observations at natural breaks in the conversation. Add in your own experience leveraging different time engagement disciplines.
- 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 [30 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: “Is there a present challenge where your Time zones are out of balance?”

Learn About: “Given what you have explored regarding your motivational flow, in which of the four Time zones are you most comfortable? Which zone do you utilize least? Which gets too much of your energy?”

Own: Given what you have learned about your motivational flow and about key productivity principles, if you were to make one time–zone shift today that would have the most positive impact, what might it be?

Work it: How will you commit to practicing this?

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 P5 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.