

ACE YOUR **WEEK.**

# HI THERE, **EFFICIENCY ROCKSTAR!**

These worksheets are designed to help you identify when you're at your most efficient so you can design your week around your natural strengths.

When similar mental resources are being used, your brain is able to cognitively deliver the highest value in the shortest amount of time. Meaning you'll deliver higher quality work in a shorter amount of time.

Check out [happinessconciierge.com.au/batching](https://happinessconciierge.com.au/batching) for a step by step tutorial if you need inspiration.

I'd love to know how you find this worksheet. Let me know how it goes by tagging @happinessconciierge.

Good luck.

**Rachel**

# Outline what environments bring out the best in you.

## ENVIRONMENT

What way do you work the best?

## PERSONALITY

When are you most creative? When are you most efficient?

## WORKING STYLE

What is your working style?

# Outline what environments bring out the best in you.

ENVIRONMENT	PERSONALITY	WORKING STYLE
<p>What way do you work the best?</p>	<p>When are you most creative? When are you most efficient?</p>	<p>What is your working style?</p>
<p>Examples:</p> <ul style="list-style-type: none"><li>• Do you prefer a loud, open planned office with lots of buzz?</li><li>• Do you prefer a quiet space with headphones to really zone out to deliver your work?</li></ul>	<p>Examples:</p> <ul style="list-style-type: none"><li>• When you are your most articulate? (Morning, afternoon or evening?)</li><li>• Most creative?</li><li>• Most patient?</li></ul>	<p>Examples:</p> <ul style="list-style-type: none"><li>• Do you enjoy autonomy?</li><li>• Do you prefer working as part of a team?</li><li>• Do you like having a team around you or leading one?</li></ul>

# Work mojo cheat sheet

In what ways do I work the best?

I work best in \_\_\_\_\_ environments.

I can concentrate the best when \_\_\_\_\_.

I am most creative in the morning / afternoon / evening.

I am most focussed in the morning / afternoon / evening.

I feel like I'm delivering the most value to the company /my clients when I am \_\_\_\_\_.

People give me good feedback when I \_\_\_\_\_.

# Now, let's figure out what tasks can be 'batched' together depending on type

## RESPONSIBILITIES

What tasks are you responsible for delivering?

Examples:

- Do you need to do lots of deep thinking at work?
- Or are you responsible for lots of stop / start / reactive type tasks such as scheduling?
- Try and outline what 'type' of task you do here such as 'reactive' tasks or 'deep thinking' tasks, as they use different parts of the brain.

## TYPE: MAKER

What products are you required to produce that require deep thought?

Examples:

- Tasks that require hours of uninterrupted time.
- Examples include Editing, Painting, Writing, Coding.

## TYPE: MARKER

What are the stop / start tasks you're responsible for?

Examples:

- Tasks that require phone calls, people and reactive tasks that are dependent on others.
- Examples include Project Management, Marketing, Events, managing a team.

Now that you're clear on what environments and tasks bring out the best in you, how can you schedule that into your working week to slay your working week?

	MON	TUES	WED	THU	FRI	SAT	SUN
AM							
PM							
EVE							

Example	MON	TUES	WED	THU	FRI	SAT	SUN
<b>AM</b>	<p>Delegate urgent tasks.</p> <p>Meet with the team.</p> <p>Set up deliverables for the week.</p> <p>Meetings.</p>	<p>MARKER tasks such as phone calls, client emails.</p>	<p>WORK FROM HOME in the morning to get urgents off my desk.</p>	<p>'Marker' tasks such as phone calls, client emails.</p>	<p>WORK FROM HOME to get quiet time.</p>	<p>Brunch out to fuel my mojo</p>	<p>Workout date</p>
<b>PM</b>		<p>MAKER deep thought tasks like writing.</p> <p>Put my headphones on.</p>	<p>In the office to check in with team.</p>		<p>DEEP THOUGHT:</p> <p>Writing and presentations.</p> <p>Prepping for the week ahead.</p>	<p>Something creative or fun to feed my brain.</p>	<p>Get ready for working week.</p>
<b>EVE</b>	<p>Workout / dinner out solo</p>	<p>Event</p>	<p>Take myself out for dinner, have some down time at home</p>	<p>Workout</p>	<p>Down time at home</p>	<p>Down time or go out for dinner</p>	<p>Dinner with friends</p>



# THANK YOU.

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