



Below provides a compilation of resources for a specific skill, to help you drive your own development, so that you can take charge of your career.

PRODUCTIVITY

Engaged in a large number of work activities and the ability to get important things done consistently

For the Leader to Provide Support

Team building and individual activities to help provide contextual support to these new development behaviors in a structured environment so that you can support your associates through their development goals.

- [How to Bring Your Teamwork Management on Top](#)
- [The Leader's Guide to Enhancing Team Productivity and Workplace Efficiency](#)
- [Time Management Group Activity: 7 Workplace Activities](#)

Productivity

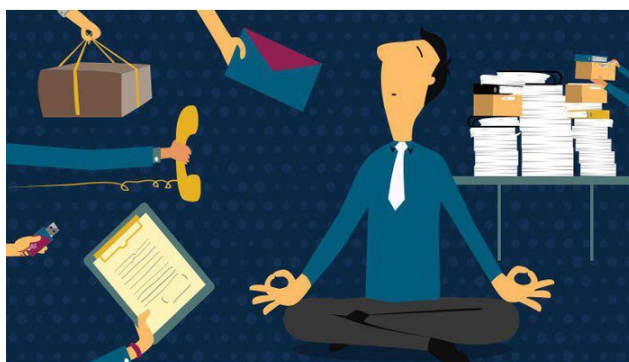
- **Online Quiz:** [How Productive are You?](#), MindTools
- **Book:** The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, Stephen R. Covey
- **Book:** Getting Things Done: The Art of Stress-Free Productivity, David Allen
- **Book:** The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy, Chris Bailey
- **Article:** [9 Productivity Tips For Better Time Management](#), Compass My Life
- **YouTube:** Mel Robbins on ["Getting out of the Weeds"](#)
- **Article:** [Folding Paper Airplanes: Three Steps to Creating New Habits \(Manages Processes & Procedures\)](#), Shelley Row, LEADx



Time Management

- **Article:** [Time Management Skills](#), SkillsYouNeed.com
- **Article and Video:** [Timeboxing Maximize Your Productivity](#), mindtools.com
- **Article:** [10 Ways to Meet Your Goals with Time Management](#), TINYpulse
- **Article:** [The Starting Point of Time Management is Goals, Priorities, and Value](#), Sources of Insight
- **Article:** [Time Management Strategies to Make Life More Effective](#), Tony Robbins
- **Course:** [A mini Course on Time Management](#), Udemy

Concentration and Focus



- **Article:** [7 Useful Tips for Improving Your Mental Focus](#), verywellmind.com
- **Video:** [How to Improve Your Concentration and Focus at Work](#), MindToolVideos
- **Podcast:** [Empower Your Productivity with Attention Management](#), Maura Thomas, LEADx.org
- **Article:** [The Complete Guide to Deep Work](#)

On-the-job Activities

- Eliminate non-essential activities
 - Ask yourself, "does this contribute to the organization/department core values and objectives?", eliminate activities that do not
 - Identify unnecessary or redundant work activities
- Identify the most important tasks for that day
 - At the start or end of the workday take an inventory of what needs to be done
 - Create a prioritized list of work tasks and do the most important tasks first