YOUR UNIQUE RESULTS REPORT

Here's Your #1 Productivity Blind Spot



See what these results mean inside...

Congratulations and Thank You!

Thank you for taking the time to take the "What's Your #1 Productivity Blind Spot" Quiz.

And Congratulations!

With this information, you're on your way to increasing your workday efficiency and productivity so you can gain more time back in your workday, get more accomplished faster and easier, and enjoy more stress-free time at home.

Hi, I'm Leslie Shreve, Workload Management and Productivity Expert; the Founder and CEO of Productive Day®; and the creator of this assessment.

For 20 years, I've worked with hundreds of C-level leaders, business owners, and professionals to help them increase their efficiency and productivity, and what I noticed was that there were 4 main Productivity Blind Spots that were getting in the way of their achievement and stopping them from reaching their potential.

This led me to create this Assessment so you can get instant clarity about YOUR #1 Productivity Blind Spot, as well as how to clear it and move forward.

So let's get to your results!

-lestie Shreve

LESLIE SHREVE Workload Management and Productivity Expert Founder and CEO of Productive Day® Creator of Taskology® The Science of Getting Things Done Author of "Taskology: How to Unleash the Power of Your Most Productive Workday"





Your #1 Productivity Blind Spot "MARKER"



Based on the information you've shared and the little I know about you and your situation, your "#1 Productivity Blind Spot" indicates that you are most likely a "MARKER."



Here's What That Means...

What that means is that you "mark" things to come back to them later, which can occur in a variety of ways.

You might leave a lot of internet tabs open at the TOP of your screen or leave attachments and emails minimized at the BOTTOM of your screen. You might also print documents and articles, and put them on your desk as reminders of things to do.

But the most common practice is flagging emails or marking them as "unread" so they stay bold in the Inbox to remind you to come back to them later.

While email ushers in the highest volume of information these days—including tasks, follow-ups, events, opportunities, and more—the Marker mindset causes you to return to numerous emails more than once—often 2, 3, or 4 more times—to determine what to do with them, which costs you LOADS of time and progress.

This Productivity Blind Spot shows up when you notice you're spending LESS time getting things done and MORE time re-reading emails you've already seen, but couldn't do anything with.



Common "Marker" Mistakes and Pitfalls

The biggest mistake you can make from having this Productivity Blind Spot is letting email build up and scroll off the screen, increasing the chances you'll lose track of what you've marked.

Plus, as more email pours in, you feel an increasing pressure to keep up as you fall farther and farther behind, which is both distressing and frustrating.

And here's the thing...

The amount of things you can miss, lose or forget only increases over time.

As time passes, the higher the count of email in your Inbox and the higher the probability of missing important tasks, forgetting follow-ups, losing track of information, and missing opportunities—even if you use the flag to remind you to return to certain emails later.

What's worse, this increases the risk of not meeting deadlines, not being prepared for meetings, not being responsive to questions, not being seen as "ready for anything," and slowing down overall progress.



Here's What You Can Do About It

Thankfully there are some practical and achievable steps you can take to clear this Productivity Blind Spot and others that may be holding you back.

In fact, there are 4 common productivity blind spots that most professionals have.

Even though there is only one related to the MARKER mindset, it's essential to "re-wire" your thinking in all 4 areas.

But first, here's something to understand right up front that can help you start changing your perspective about EMAIL right away.

When you want to stay on top of your work, get more accomplished, and be prepared for meetings, calls and conversations, there's one thing you must understand about HOW you manage email that impacts your ability to achieve all of these goals. Here it is...

Email is NOT best managed while it's still sitting in the Inbox.

In order for you to stay on TOP of your work and keep your productivity HIGH—and your progress on high speed—you must have a cohesive approach for managing your work in TOTAL—everything in your workday.

That means having ONE approach that connects all 4 processes—and alleviates ALL 4 Productivity Blind Spots—where the strength of each process supports the other three and makes it EASY for you to manage EVERYTHING in your workday, which will SAVE you time at the SAME time.



Your Next Steps

Now you might be wondering...

"How do you know what those 4 productivity blind spots are and, more importantly, how do you re-wire your thinking about how you're managing your work so you can be more efficient and productive during the day, and have more stress-free time at home?"

Well, this is what I do all day, every day. I've worked with hundreds of C-level leaders, executives, business owners, and professionals from more than 30 different industries for 20 years to help them be more efficient, effective and productive.

And I just so happen to have an A-Z, step-by-step, proprietary system to make it EASY to do.

And because you've taken the time to take this quiz and tell me a little about yourself and your situation, I want to give you a Free Quick Insights Report on this very topic and for this specific Blind Spot.

In this Free Quick Insights Report, I cover the causes and consequences of email overload and what it costs you when email scrolls off the screen—making you want to MARK certain ones to remember to return to them later.

In this report, you'll find out what's really happening in your email Inbox and why it's NOT all about the management of email alone. (Hint: there are two OTHER processes involved!)

You may already be quite familiar with the frustrations of email overload, but feel helpless to overcome it and at a loss for what to do. After reading this report, you'll have a clear understanding of what you can do to eliminate email overload and you'll get the steps you can take to break free from "living from the Inbox."

Get your copy today ...

<u>Click Here to Get Your</u> <u>FREE QUICK INSIGHTS REPORT</u> <u>for the MARKER Today.</u>





Get your FREE Quick Insights Report TODAY.

Discover the Consequences of Collecting Email and How to Break Free from the Inbox to Make More Progress in Your Workday.

In this FREE Quick Insights Report, you'll learn...

- The top 3 consequences of trying to manage email in an overloaded Inbox.
- Why email management isn't ALL about the management of email alone and what you need to support it.
- How time disappears when email management is a daily challenge and how to stop time from slipping away.
- Why an empty Inbox is essential for achieving peak productivity and making powerful progress every day.
- The 2 necessary ingredients you need for fast and easy email management.

Get Your FREE Quick Insights Report Now



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