





Productivity

STYLE CLUES & CUES

Clue Types	 Prioritizer	 Planner	 Arranger	 Visualizer
Email Style	<ul style="list-style-type: none"> • Succinct • Minimum number of words or phrases • Often no salutation or closing 	<ul style="list-style-type: none"> • Bullet points or numbers to illustrate key points • Stated action steps • Due dates or timelines 	<ul style="list-style-type: none"> • Salutation and closing • Personal information and personal inquiry • Paragraphs • Tend to be longer 	<ul style="list-style-type: none"> • Multiple ideas conveyed at once • Often no opening or closing • Run-on or long sentences
Time Management	<ul style="list-style-type: none"> • Deadline = drop dead date • Ability to focus and prioritize • Balance between work and personal life skewed at times 	<ul style="list-style-type: none"> • Deadline = drop dead date • Frequently complete work in advance of deadlines • Maintain a detailed, highly structured calendar 	<ul style="list-style-type: none"> • Deadline = timeframe for completion • Negotiate work and deadlines with colleagues and managers • Guide or plan for the day 	<ul style="list-style-type: none"> • Deadline = the moment I turn over the project or deliverable • Maximize time to complete work • Visualize the day
Project and Task Management	<ul style="list-style-type: none"> • Solve the problem first • Focus on the outcome or goal to be achieved • Prioritize tasks 	<ul style="list-style-type: none"> • Organize the project • Plan and schedule time to complete tasks • Create time lines and project plans 	<ul style="list-style-type: none"> • Understand who needs to be involved in the project first • Communicate and delegate • Visual, colorful, hand written lists 	<ul style="list-style-type: none"> • Ideate or brainstorm about the project first • Understand the why • Visual, colorful, hand written lists

Clue Types	 Prioritizer	 Planner	 Arranger	 Visualizer
Workspace	<ul style="list-style-type: none"> Minimal to no visual clutter Clean, crisp lines Desk or work surface is frequently devoid of anything but what they are currently working on 	<ul style="list-style-type: none"> Organized Every item has a place and is in its place Project materials are labeled and out of sight when not in use 	<ul style="list-style-type: none"> Personal items and mementos are displayed Music, soft lighting Colorful file folders, pens, and containers 	<ul style="list-style-type: none"> Papers, books, files folders used as visual cues Unique or unusual personal mementos displayed Space and tools for brainstorming
Frequently Used Words and Phrases	<ul style="list-style-type: none"> What is the goal? What are the facts? Get things done Prioritize Anticipate Work smart 	<ul style="list-style-type: none"> How will this be completed? Plan Organize Summarize List/calendar Time to complete work 	<ul style="list-style-type: none"> Who is involved on this project? Communicate, communication People/team Descriptive, colorful phrases and words Feeling phrase Kinesthetic language – touch, feel, see, smell, taste 	<ul style="list-style-type: none"> Why are we doing this? Multi-tasking, juggling Work life balance See, visualize Brain-storm, ideate Vision for the end result
Clothing and Accessories	<ul style="list-style-type: none"> Conservative, tailored Muted or dark colors More formal and structured Minimal to no accessories 	<ul style="list-style-type: none"> Conservative, tailored Functional, practical, durable Muted or dark colors Practical accessories 	<ul style="list-style-type: none"> Trendy, stylish Colorful Multiple accessories Soft, comfortable fabrics and cuts 	<ul style="list-style-type: none"> Trendy, stylish Colorful Unique, custom or hand-crafted clothing and accessories Comfortable and functional

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Hobbies	<ul style="list-style-type: none"> • Solo or small group activities • Clear goal or outcome, often with a score • Examples, golf or tennis 	<ul style="list-style-type: none"> • Organized, structured activities 	<ul style="list-style-type: none"> • Group activities • Crafts or activities that involve using the hands to create 	<ul style="list-style-type: none"> • Group or solo activities • Extreme sports or adventures • Involves risk, novelty, or uncertainty like sky diving or heli-skiing
Books, TV, and Movies	<ul style="list-style-type: none"> • Books, TV and movies tend to be factual or include real events or people • Discuss trends or data 	<ul style="list-style-type: none"> • Movies tend to be historical or biographical • Focus on how to 	<ul style="list-style-type: none"> • Focus on people, relationships and stories • Full range of emotions 	<ul style="list-style-type: none"> • Focus on the future, innovation, what's next • Exciting, risky