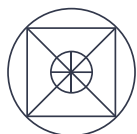


STRATEGIES

STRENGTHS & TACTICS FOR EXECUTING ON TASKS



IF YOU ARE A

Prioritizer

YOUR STRENGTHS ARE:

- Your ability to accurately complete significant amounts of work
- Highly effective prioritization of tasks

SO TRY THESE TACTICS:

- Evaluate your own successes based on the quality of the work versus the quantity of work. What might you need to shift so that you can rate yourself highly on both?
- Batch or group similar tasks to further increase your output and efficiency.



IF YOU ARE A

Planner

YOUR STRENGTHS ARE:

- Your gift for maintaining accurate, detailed lists
- Your ability to frequently complete work in advance of deadlines

SO TRY THESE TACTICS:

- Effectively use the reminder systems that are available in your technology tools and apps to keep you focused on the most urgent and important tasks in your list.
- Decide in advance how much time and effort you are willing to spend on a task—then stick to the allotted budget.



IF YOU ARE AN

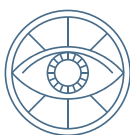
Arranger

YOUR STRENGTHS ARE:

- Your ability to craft and use visual, kinesthetic lists
- Your strong intuitive sense for which tasks must be completed at any given time

SO TRY THESE TACTICS:

- Improve your concentration and tune into your work by listening to music without lyrics.
- Guard against interruptions in your train of thought from visiting colleagues, emails, and phone calls.



IF YOU ARE AN

Visualizer

YOUR STRENGTHS ARE:

- Your ability to effectively manage multiple tasks at one time
- Your skill at efficient execution of tasks

- Just do it! Start by completing the quick tasks that require more speed than perfection to ensure you avoid the black hole of procrastination.
- Stay focused on the task at hand by clearing your desk top of distractions.