

**PRODUCTIVITY**  
**THE TYPES**

---

# CHEAT SHEET

## OVERVIEW

You value **intelligence** and big picture thinking. You're a **creative mastermind** that is truly the chess master of details.

### Characteristics:

- ▶ *Strength:* Excellent communication gatherers who become experts in most topics.
- ▶ *Hacks:* Continually look for mentally stimulating projects to be sustainable.
- ▶ *Ideal Schedule:* Plan weekly review sessions with yourself or a colleague to track objectives.



## OVERVIEW

You are hard-wired for **getting things done** on time. You're a dependable rule follower that **values the organizational process**.

### Characteristics:

- ▶ *Strength:* Great project managers that keep things moving on time.
- ▶ *Hacks:* Set aside time to plan before batching tasks for completion.
- ▶ *Ideal Schedule:* Lives and dies by the calendar; schedule it to get it done.



# THE PERFORMER

## OVERVIEW

You are **energetic** and skillful in every endeavor. You're an immediate **action taker** and excel at working under unknown conditions.

### Characteristics:

- ▶ *Strength:* Creating spontaneous solutions and relationships under difficult circumstances.
- ▶ *Hacks:* Build in frequent check ins to remain focused on the most important priorities
- ▶ *Ideal Schedule:* Use timed reminders instead of task lists to get things done.



## OVERVIEW

You are a powerful and imaginative **leader**.  
You're a value driven **collaborator** that  
protects humanity through **contribution**.

### Characteristics:

- ▶ *Strength:* Always focused on the human component of every task.
- ▶ *Hacks:* Ask for collaboration as much as possible and take leadership to guide with optimism.
- ▶ *Ideal Schedule:* Plan for one on one time with your team to dive into problems.

