



Personal Productivity

Enelra Tip Sheets:
Getting Better Every Day

Personal Productivity

4 Key Decisions

DECISION: **1**

FOCUS

Attention

Be Intentionally
Focused

Know What's
Important

DECISION: **2**

RESPOND

To The Moment

Proactively Plan &
Protect our Productivity

Respond Appropriately
to the Urgent

DECISION: **3**

MANAGE

Information

Take the Lead with our
Technology

Do Not Let Technology
Lead Us

DECISION: **4**

RE-

CHARGE

To Refuel

Purposefully
Recharge

Avoid being Unintentionally
Depleted