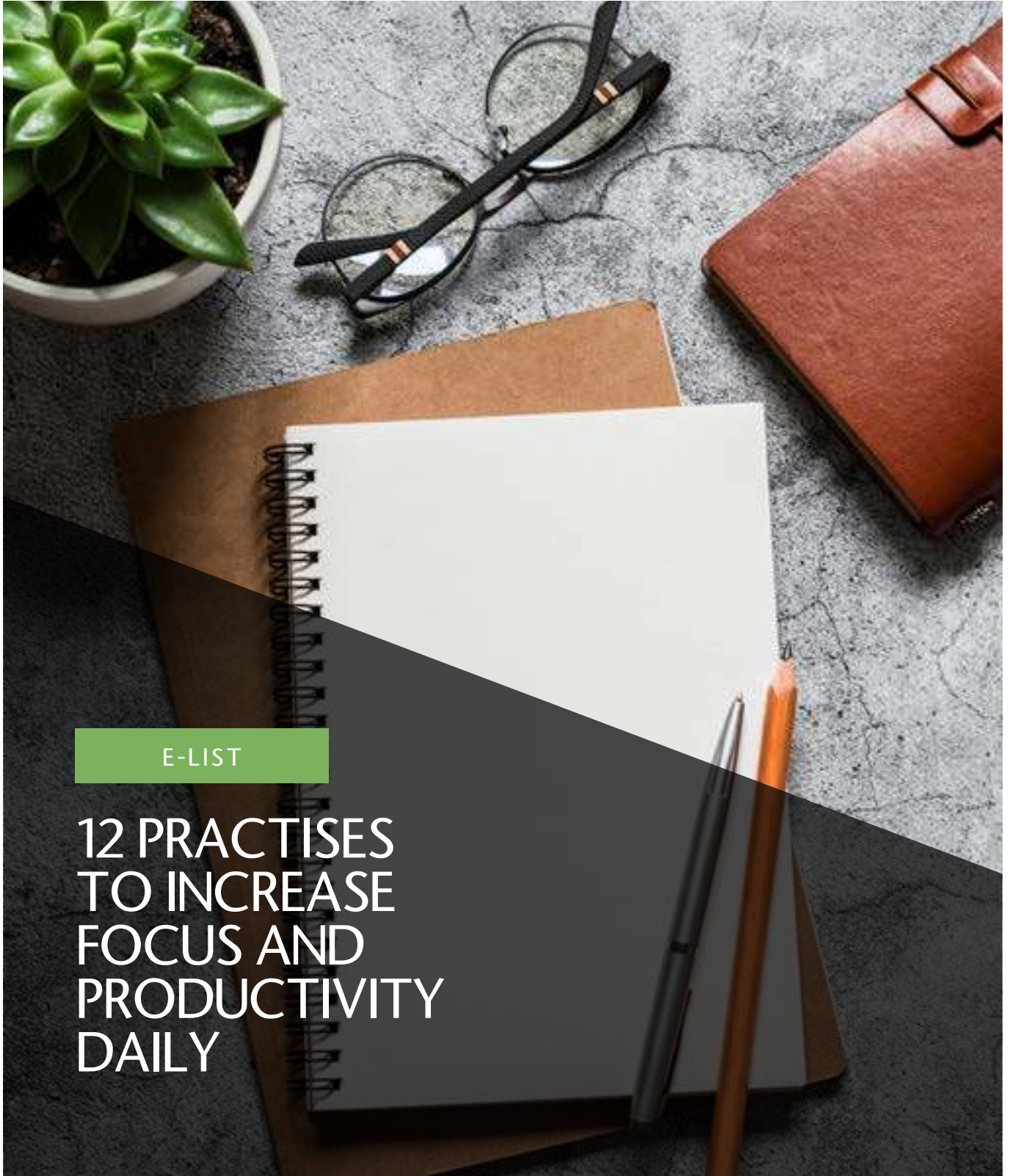




RURALSCOPE

PEOPLE | CHANGE | RESULTS

RESOURCES FOR LEADERS/INFLUENCERS
TO ACHIEVE POSITIVE CHANGE



E-LIST

12 PRACTISES TO INCREASE FOCUS AND PRODUCTIVITY DAILY

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HELLO.

Thank you so much for downloading this PDF today. I'm so thrilled you are keen to find out what the top 12 practises are to increase your focus and productivity daily. I'm Jo Eady, a Leadership Specialist who supports leaders / influencers to achieve positive change no matter their role!

Are you ready to get started?

I want to start by sharing the real reason I put these 12 practises together and for who. I think it might help you to see their relevance for you.

You'll also see I've included some activities for you to complete along the way.

I encourage you to do these as you go, this way you'll gain maximum benefit.

PS. Reach out anytime if you have any questions or queries.

BIO.

I'M JO EADY, A LEADERSHIP DEVELOPMENT SPECIALIST AND AWARD WINNING BUSINESS OWNER.

I founded RuralScope in 2000. I knew there were thousands of Australians working across agricultural supply chains and in rural communities that could be more effective in their roles if they had access to quality leadership and professional development. RuralScope evolved to address this need. We have now grown to become a leading provider of people development services for Australia's agricultural and rural industries.

I'm known for facilitating innovative change and building and supporting leaders as individuals as well as across groups, businesses and industries.

Since 2000 I have supported over 5000 clients on their leadership journey via programs, workshops, coaching and mentoring. I have developed and delivered whole of industry and company leadership programs as well as facilitated the formation and strategic direction and plans for a range of industry bodies. I love working with leaders to help them facilitate better in their own lives as well as their work and the lives of others. I hold qualifications in education, psychology, management and coaching / counselling.

I'm equally at home in the paddock and the boardroom and was recently described as the secret ingredient for many successful agricultural leaders.

LEADING ON THE EDGE.

I work with a lot of leaders and influencers who I think are leading on the edge. They are capable and experienced in their role. They are well regarded. But many are leading with (at times) a team of companions that can undermine and affect their day to day actions. Can you think who the companions might be? Let's find out right now, they can include;

- + Lack of confidence in decision making
- + A feeling of 'not good enough'
- + Stress, overwhelm and at times defeat
- + The imposter – the voice inside your head who asks, "Who do you think you are?" just before you make a decision, go into a meeting or make a presentation etc
- + Feeling out of balance between home / family / work especially if your work involves travel and extended periods away etc.

Are any of these in your team? Do you have others that join the team from time to time? Take 5 mins right now to think about this.

I want to tell you that now you have fully recognised these companions that are keeping you on the edge, there is a way for you to drive your day, your role and outcomes away from the cliff edge. For you to take control and to lead with ease.

Today, I want to share some of the key practises that leaders I work with use each day to lead with confidence and ease. Yes, these practises are tried and tested with real leaders in real work / life contexts. I hope you will find them difficult to ignore!

HEAD, HEART AND HANDS (3H'S).

Over the years, I've worked through a lot with leaders and I'm super grateful to each of them. From this work, I've recognised that practises to increase focus and productivity sit under three headings;



HEAD THINKING PRACTISES



HEART FEELING PRACTISES



HANDS DOING PRACTISES.

And yes, it's important to develop and implement practises from each of these areas. So, without delay I want you to check out the best of the best. And to invite you to add to this list yourself. Drum roll, here they are.



HEAD THINKING PRACTISES

DAILY PRACTISES

01

Do what's right over what's easy every time. Acknowledge things can be difficult, always put courage before your comfort. "Integrity is choosing courage over comfort; it's choosing what's right over what's fun, fast or easy." Brene Brown.

02

Take full responsibility – Refuse to blame or indulge in self-pity. Keep your head facing / thinking forward into the future, not getting caught in the past. Spend 75%+ thinking time in the present / future.

03

Know your values – these are beliefs that are most important to you. Always know your two core values as they help you find your way and fill you with a feeling of purpose. Use these values as a filter to help make hard decisions. Take your values from BS to behaviour.

04

Reflect at the end of each working day. Just before you close off / leave for the day, think of 3 things you are pleased about from your day. Take a moment to recognise your role in each. Yes give yourself a pat on the back.

OVER TO YOU. ADD YOUR OWN DAILY PRACTISES HERE.



HEART FEELING PRACTISES

DAILY PRACTISES

01

Each morning when you wake up set an intention about how you want to feel throughout the day. This might be happy, joyful, comfortable, loved, competent, courageous, intentional, skilful, stress free etc. And then lock it in. By bringing this to your brain's attention it will keep it in focus for you.

02

Practise gratitude. After a meeting, teleconference, discussion with a colleague or team meeting etc that may not have gone to your plan, register what worked well and what you are grateful for eg "I'm grateful John raised that elephant in the room, this means I can now....". Give people sincere feedback either face to face or online and offer gratitude for their efforts and work.

03

Allow yourself to be vulnerable – to not feel you need to know everything and sit comfortably with this. You can only get to courage via vulnerability.

04

Use the phrase I'm feeling... Eg "I'm feeling frustrated because we haven't heard back from the investor yet?" And when talking with others and is relevant ask how they are feeling about a work / job topic. Eg "How are you feeling about the launch of the report tomorrow?"

OVER TO YOU. ADD YOUR OWN DAILY PRACTISES HERE.



HANDS DOING PRACTISES

DAILY PRACTISES

01

Plan your day in blocks of time (1 hour minimum). This puts you in control of your time. Being proactive (doing the work) rather than reacting to what's happening and the environment around you). During these blocks, checking emails, text messages, social media and if required taking phone calls are not part of your plan.

02

Say what needs to be said, do what needs to be done. "Clear is kind. Unclear is unkind. Daring leaders are never silent about hard things." Brene Brown. Say no to be able to say yes to opportunities that present later on.

03

Set up your to do lists / calendar etc ahead of time. This might be on a Friday afternoon ready for the next week or it could be each afternoon, whenever it suits you. Avoid mornings as you want to have this set up, so you hit the ground running when you get to your work / desk.

04

Be conscious about your use of mobile phone, checking / responding to emails and social media while at work. Many people tell me that they have technology lock out times / zones. Consider these if this is a new concept for you. And if you manage staff this is always a good topic to discuss to support them with guidelines re acceptable use. A client (Manager) recently told me she doesn't check emails until 11am each day. This way she is sure to get at least 2.5 hrs a day and 10 hrs each week where she is her most productive. She tells me it does take self-discipline!

OVER TO YOU. ADD YOUR OWN DAILY PRACTISES HERE.

OVER TO YOU.

I want you to remember these are daily practises – things that you commit to everyday. They are things that you drive and control and in doing so help you to lead from a place of proactivity, ease and comfort. Sounds easy huh? Leaders I work with tell me that it takes practise to really be proactive and genuinely take the lead.

MAKE YOUR OWN LIST

Well now it's over to you. Tick off the practises that resonate for you. Add some of your own that you already know you need to build in to your every day. Print off the list and keep it in your diary, next to your computer, on your office wall etc. Establish an electronic list on your phone, computer and if needed build in a daily alarm to remind yourself of them.

I wish you all the best.



PS. Let me know how this works for you. And I'd love to see your list if you're happy to share.

And remember change takes time, so stick at it!

MY DAILY PRACTISES LIST.



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STAY IN TOUCH.

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5 Ways to Lead with Heart

After 20 years of figuring out how leadership works, we've gathered tools, insights and lessons for you that will genuinely transform your life and work across the agricultural, rural and regional sectors.

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