

Productivity Coaching Questions To Ask Yourself To Get More Done

**With
Adam Harris**

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Quality
Questions



Adam Harris

Listen to the Original Podcast Episode Here

<https://peakperformanceproductivity.co/podcast/adam-harris-coaching-questions-for-productivity/>

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How To Use Questions When Working With Others

- Have an inquisitive nature - constantly ask questions -what is commonly known as a questioning attitude.
- Dig deeper by using the Five Whys approach - dig deeper when you get the first answer and then dig deeper still.
- Listen, observe, watch what people are saying and not saying, process it all and then come up with a laser beam, focused question - “So what is really going on here?”
- Questioning is a skill you need to hone and polish over time.
- Self Awareness is a key attribute to develop.
- Manage and work on your strengths and leverage your weaknesses by delegating to other people

Common Questions That Work Really Well

The common questions that continually crop up:

- “On a scale of 1 to 10...” gives people the opportunity to score themselves and position themselves on a continuum which is a perception of their reality.
- Then ask “What would [YOUR SCORE] +1 look like?”
- “Help me understand what you would think and feel if you were at that point...”
- “If you were me, what would you do?” This enables you to put yourself in their shoes to help develop empathy.

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Using Coaching Questions On Yourself

How do you use the questions on yourself?

- Great coaching with others is the consistency of challenge, reflection and support. Do the same for yourself.
- The biggest aspect of productivity for Adam is reviewing the day and previewing tomorrow to identify the key things to focus on both practically and emotionally.
- Take a “helicopter” view of the situation to get context.

The Importance of Culture

- You need to have the right mindset as well as objectives and goals. Start with the end in mind. Then you can put in the processes, systems and structure that will sit behind that.
- “Culture eats Strategy for Breakfast” - people need to be brought into the vision and be engaged emotionally.
- Most of the good leaders people have are inclusive and want to bring their people along with them. Brian Clough, the former Nottingham Forrest Manager is an example of this.

The Power of Journaling

- “Our Body And Our Mind Will Take The Path Of Least Resistance”. People are inherently lazy and so we need to find the systems and processes that get us to do what needs to get done. It will be different for different people.
- “Our Thoughts Are Only Our Thoughts Unless They Are Verbalised Or Written Down”. How do we evolve from thinking about doing something to actually doing it?
- Journaling is a powerful strategy to achieve this. You have got to understand what will jolt you to move from where you are to getting you to do something different from what you are currently doing.

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The Importance Of Systems & Processes

- A system will force you to do what needs to be done when it needs to get done. If we don't have a system then we'll just choose what is convenient rather than what's necessary.
- Each person is different and their motivations are also different.
- You have to standardise your way of doing things (systems and processes) if you are building an organisation for growth - One System For All.

Why Working With The Right People Is Important

- When a business has a mission, some people on the team will go all the way and see it through to the end. Some may get off the bus after just a couple of stops. Some should never have been on the bus in the first place.
- See Saw between getting clear on what the current business objective is and then make sure you have the right people onboard to meet that.

The Ultimate Question For Productivity

- "What is the one thing that by doing it will mean everything else becomes a lot more effective or a lot easier?" Adam uses this question to measure his productivity. He knows he is productive if he has focused his time and energy on the current answer to that question.
- If he has written it down, he has committed to it. He is usually 80% successful in applying this strategy. If he finds he hasn't focused on that one thing when he does his daily review, then he asks why.
- It is the constant challenge of self that gets us to constantly do what we need to do and not just what we want to do.
- Adam has a framework and a structure to challenge his mind. But he makes sure he doesn't have a huge restriction to stifle his flexibility and creativity.
- "If you do what you've always done, then you'll get what you've always got". Be prepared to challenge yourself and ask "What have I got to do to be more productive?"

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A General Philosophy On (Productive) Self Development

- He has got to try and use different tools and methods to develop his productivity.
- People who are dogmatically process and systems driven would benefit from more flexibility and creativity in their thinking. People who are more flexible, creative and free thinking would benefit from a more systematic and process driven approach. But it doesn't need to be 50/50.
- What feedback mechanisms do you use to gauge whether the answer to the One Thing question is the right one? He asks himself questions to ascertain whether it truly is the One Thing.
- It is important to embrace the difficult and uncomfortable in order to make progress and to grow.
- Being flexible and creative and then react to a situation rather than go in with predetermined answers is a productive superpower.

A Great Source Of Productive Inspiration

Adam recommends [Eat That Frog by Brian Tracy](#) because it sets up the habit of doing the most difficult thing first. The rest of the day then becomes more enjoyable.

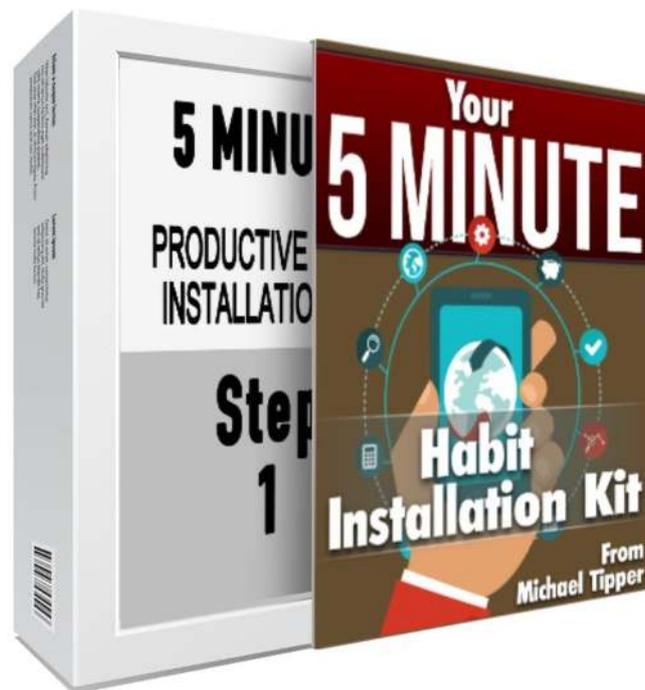
A Great Productive Habit To Develop

If Adam were to go back in time, he would create more productivity and consistency around board meetings. If a board is not having the right open and honest conversations then communication is stagnating and the organisation will stall and then start to go backwards.

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