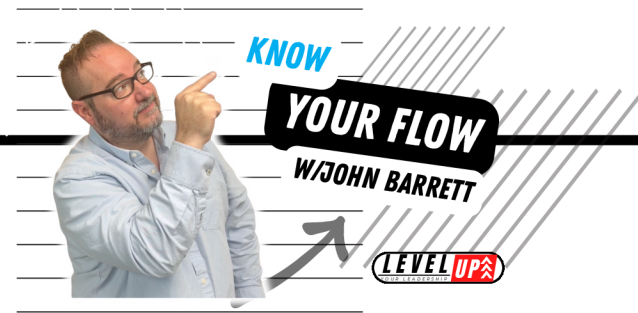


Level Up

GUIDE



SESSION SUMMARY:

Great leaders do not stumble into peak productivity by accident. They create the conditions for it by aligning three key factors: what they are working on, when they are working on it, and where they are doing the work. Knowing your task before you sit down, protecting your highest-energy hours for your most important work, and choosing an environment that supports the type of thinking you need are the building blocks of consistent high performance. When all three are in alignment, you stop working against yourself and start producing at your highest level. Flow is not something that just happens to you. It is something you intentionally build.

GROUP QUESTIONS:

- John talks about the importance of knowing 'what' you are going to do before your day begins. How well do you currently plan your day in advance, and what tends to get in the way of that preparation?
- Benjamin Franklin is quoted as saying that for every minute spent in preparation, you save an hour in execution. Do you agree with this idea? Can you share an example from your own life where preparation made a big difference?
- The concept of an 'energy clock' suggests that we all have peak times when we are most focused and effective. When do you feel you are in your personal 'green zone,' and are you currently using that time for your most important tasks?
- Have you ever tried to do important or demanding work when you were tired or distracted (your 'red zone')? What was that experience like, and how did it affect the quality of your work?
- John describes certain environments as 'greenhouses' for productivity and creativity. What does your ideal work environment look like, and does your current workspace support or hinder your best thinking?
- Research mentioned in the talk suggests that lighting, sound, temperature, and other environmental factors can influence the type of thinking we do. Does this surprise you? How might you adjust your environment to better match the kind of work you need to do?
- As a group or team, how well do you think you understand each other's working styles, energy rhythms, and preferred environments? How could that awareness improve how you work together?

APPLICATION:

This week, choose one important task or project you need to work on and be fully intentional about all three factors. Write down exactly what you want to accomplish, schedule it during the time of day when your energy is highest, and choose a specific location that helps you focus. After completing the task, reflect on whether aligning these three elements made a noticeable difference in your productivity and the quality of your work.