



A WEEK IN *Learning*

L&D RECOMMENDATIONS
for TED Talks, podcasts, books, and more!

WORK SIMPLY, By Carson Tate

Recommended by Norma Johnson, Instructional Designer

With today's fast-paced, distracting work environment, it can be challenging to stay productive. In the book *Work Simply: Unlocking Your Productivity Potential*, productivity expert Carson Tate presents a comprehensive guide to simplifying work and boosting productivity by aligning your work style with a strategy that suits you best. Tate argues that there is no one-size-fits-all approach to productivity and that by knowing your unique cognitive style, you can achieve higher levels of efficiency.



Tate explores the four key productivity styles:

- **The Arranger:** thinks about their projects in terms of the people involved.
- **The Prioritizer:** is the definition of "goal oriented".
- **The Visualizer:** possesses a unique ability to comprehend the big picture.
- **The Planner:** lives for the details.

Whether you are a leader of a team or simply looking to improve your work productivity, "Work Simply" provides a valuable framework to help us think through:

- *What is your own productivity style? What are the styles of your team members?*
- *How can I better support my team members with different productivity styles?*
- *If I'm leading a project or a meeting, how can I make it more effective and efficient?*

If you are curious about your productivity style, **CLICK HERE** for a quick productivity style test!

Click each link below for more information



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