

Apply your Productivity Guide

Read through the four productivity styles below, as identified by productivity expert Carson Tate. We have unpacked each style to identify the strengths and challenges of each and how you can start applying techniques to achieve more in your academic studies.

The Prioritiser

So, what does this look like?

Someone who is goal-oriented and knows how to prioritise the most important task. They can accomplish a lot of work in a short time with their focus and data-driven approach. They love to analyse and solve problems with logic and clarity. Their study space will likely appear minimalist and will be a professional space free of distractions and clutter.

The Prioritiser is highly efficient, decisive, and laser focused.

Strengths:

- Can clearly establish priorities through logical reasoning and analysis.
- Identify all tasks and action the highest priorities first.
- Remains focused on the goal.
- Easily problem solves.



Challenges:

- May lack flexibility.
- Can be overly self-critical.
- Can value turnover over quality.

How to make this productivity style work for you?

- Use our [Schedule Assist Tools](#) to prioritise your assessment items into bite-size tasks.
- [Mind mapping](#) all areas to focus on can help you identify what is a priority and what can be revisited for later.
- List resources and key people involved in a task that can assist. This will also help you to collaborate whilst you work with others.

The Planner

So, what does this look like?

Someone who excels at managing projects with their high level of organisation, attention to detail, and adherence to deadlines. They follow the rules, regulations, and protocol of any project with precision and care. Their study space will likely reflect their practical and functional mindset, and they showcase their achievements and qualifications with pride.

The Planner is a scheduling wiz, with plans and processes for everything.

Strengths:

- Very punctual and prefers a decluttered environment.
- Focus from a place of order.
- Highly organised and logical.
- Easily detects areas of concern.

Challenges:

- Hesitancy to stray from the plan (can be inflexible).
- Spontaneity may not be easily welcomed.
- Can lose time in the details.



How to make this productivity style work for you?

- Set [SMART goals](#) early on to keep your focus on what matters most.
- Use our [Schedule Assist Tools](#) to create a custom study schedule and map out your approach to each assessment task to help keep you on track.
- Use a productivity planner to track your academic goals and accomplishments.

The Arranger

So, what does this look like?

Someone who is a compassionate and collaborative leader who cares about the impact of their decisions on others. They enjoy working with others on projects and expressing their emotions and creativity. Their study space will likely reflect their personality and values, with items that showcase their family, hobbies, and passions.

The Arranger is a natural leader, who is expressive, confident, and creative.

Strengths:

- Can engage and teach others easily.
- Demonstrates strong communication skills.
- Can be charming with words.
- Influential around others (a trendsetter).

Challenges:

- May lack attention to detail.
- Consistently seeks involvement of others.
- Can adapt others' problems as their own.



How to make this productivity style work for you?

- Join or form an [academic club](#) relevant to your degree so that you can motivate each other and exchange ideas and feedback.
- Utilise our [Assignment Help](#) service to receive constructive feedback about your assignments.
- Brainstorm academic tasks with other students to help guide your approach.

The Visualiser

So, what does this look like?

Someone who has a clear and imaginative vision of the future and can create new possibilities. They are not constrained by details, structure, or tradition, and they can find connections and solutions that others might miss. They have a creative and holistic approach to change. Their study space will likely feature a collection of papers, items, and collectibles that inspire them.

The Visualiser is the highly creative catalyst for change. The sky is the limit.

Strengths:

- Enjoys creative problem solving.
- Very innovative.
- Big picture planner.

Challenges:

- May lack attention to detail.
- May miss deadlines due to a lack of planning.
- May prefer possibilities to processes.



How to make this productivity style work for you?

- Use visual tools such as [Trello](#) or [Monday](#) to help you track your progress and deadlines.
- Use our [Schedule Assist Tools](#) and incorporate colours and symbols to visualise your academic plan.
- Seek out opportunities to express your creativity and originality, such as academic competitions.