

HILLARIE KAY

UNLOCK

**YOUR POTENTIAL
AT WORK**



**A BEGINNER'S GUIDE
TO USING THE ENNEAGRAM**

Hey There!

Thank you for requesting a free chapter from my new book *Unlock Your Potential At Work*. My name is Hillarie Kay. I'm an Enneagram Coach, Speaker and Trainer. From business owners and startups to corporations and nonprofits, I help my clients build sustainable business strategies using the Enneagram to reduce overwhelm, avoid burnout, and increase the quality of both internal and external communication.

If you are anything like me, you've taken a variety of personality assessments at one point or another. Maybe it was Myers Briggs, StrengthsFinder, or DISC.

When I took those, each assessment provided value and insight, but I never felt they truly captured me entirely. I wanted insight into why I do the things that I do, not just what I do. And then I found the Enneagram.

Brought to the United States in the 1970s, the Enneagram went beyond my strengths and weaknesses. It showed me a comprehensive look at my internal operating system. The assessment dove deep into my motivating factors, fears and core desires for my life and career. It was also unique in that it highlighted the changes in my personality during my most stressful moments, and moments of being in the flow, as well as how I best made decisions and took action.

The Enneagram is internally focused. It provided me with an understanding of myself, as well as those around me. The results went beyond strengths and weaknesses.— They helped me to create more space for empathy and compassion in my actions and communication.

Improving communication with ourselves and others begins first with self-awareness of our internal operating system. Only then can we understand how it affects our external actions. I personally believe the Enneagram does the best job of this, solidifying it as a valuable tool for business and workplace development.

If you don't yet know your type, there are a variety of free assessments out there, but if you're really serious about using the Enneagram to unlock your potential at work, I highly recommend taking the RHETI (Riso-Hudson Enneagram Typing Indicator) on www.EnneagramInstitute.com. If you are looking for a free version to get started, head over to truity.com.

I also provide one-on-one typing sessions. Whether you don't know your type at all, need to find clarity in your subtype, or think you've been mistyped... this one-on-one session will increase your knowledge on how to harness all of your unique personality traits. All sessions are privately held via zoom. More information at Hillariekay.com/typing

You're about to jump into Chapter 5 of my book, *Unlock Your Potential at Work: A Beginner's Guide to Using the Enneagram*. This is 1 of 8 chapters in this easy to grab work resource for personal and professional development. So if you enjoy, there is definitely more where that came from! You can purchase the full book at UnlockYourPotentialAtWork.com.

Cheers to Success!
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Chapter 5

Time Management

There is no “one size fits all” strategy for time management, and for good reason. Our brains are uniquely wired when it comes to time and what works for one person may not work for someone else. Think about which of these works best for you:

- Weekly/monthly planning ahead
- Time blocking
- Daily priorities vs. to-do Lists
- Time auditing
- Doing most important tasks first

The list of different strategies can go on and the one you prefer may not have even been included. Time means something different to everybody. I’ve put together a funny look at how each type relates to time, so have a laugh before we dig in!

When you hear the word time....

Type 1: There is a right way to use it.

Type 2: I want to give mine all away.

Type 3: Never enough.

Type 4: Is precious and valuable.

Type 5: What about it?

Type 6: I want to make the best use of it.

Type 7: Always enough!

Type 8: Is mine to use.

Type 9: Is a construct.

While the list above was compiled for fun, it's likely you found it true for your type.

It's important to find time management strategies that work best for you based on your unique personality. I am sharing the following basic tips and tools to help you find success in this area. These techniques are just the starting point, pay attention to what works for you and implement them for continued growth.

Type 1

Unintentional procrastination is a common time management problem for this type. It arises from their need to be sure everything is done the “right” way. They will double, even triple check, their work which leads to missed deadlines and burnout. The fear of making a mistake can prevent them from putting out any final work at all.

If you're a type 1, doing the following may help to increase your time management skills:

- Learn to trust others and delegate tasks. You can't be an expert at everything! Audit your time and identify tasks that are taking you the most time and find a way to outsource or delegate. What takes you five hours could take an expert in that task two. You will have more time to focus on the things you're good at and keep your project moving.
- Break your project into smaller daily tasks instead of trying to do it all at once. You will feel more productive if you can check items off your list. This method will also allow you to step away from the project when your scheduled parts of the project for the day are done.

Type 2

Filling their day with too much is a common time management problem for this type. This type feels compelled to answer a need immediately. They fill every day with as many tasks as possible to help others or improve their workplace. They have a hard time prioritizing tasks and discerning immediate needs from nonimmediate.

If you're a type 2, doing the following can help to increase your time management skills:

- Remain focused on the tasks of the day, and avoid picking up additional tasks from others before completing your own.
- Block periods of time alone to complete tasks and avoid interruptions. This means turning all notifications off as well!

Type 3

A common time management problem for type 3 is acting before planning. When they get an idea (especially if it relates to increased profits) they run with it before dedicating time to evaluate pros and cons or develop a solid strategy. This often leads to a project that doesn't perform as well as hoped.

If you're a type 3, the following can help increase your time management skills:

- Slow down while working to avoid mistakes and having to re-do a task or project. Take the time to build a strategy before hitting the ground running.
- Create daily priorities from your to-do list to avoid powering through everything at once. This will help you feel more productive and avoid burnout.

Type 4

The urge to find purpose and feeling in each moment is a common time management problem for type 4. It distracts them from time sensitive tasks. They often don't recognize time when

in the creative space, regularly realizing that what they thought might take them an hour takes four. Thus they don't like to put time frames on anything to feel more at ease with the process.

If you're a type 4, you can do the following to help increase your time management skills:

- Group monotonous tasks and time block them into your week to prevent avoidance of tasks that don't excite you. Create a comfortable and consistent environment to do these tasks to train your brain to recognize it's time to work. Engage all the five senses for optimal training of the brain.
- Do the most important tasks of your day first and allow your creative tasks to be your reward. It may also help to set a timer for your creative tasks to ensure the other priorities of the day are also completed.

Type 5

Mismanaging energy is a common time management problem for this type. Most people of this type thrive on alone time to recharge. If they over schedule themselves without space to be alone, they may not be able to properly focus on tasks. This will leave them feeling scattered and as though nothing was accomplished.

If you're a type 5, the following may help to increase your time management skills:

- Create a dedicated space for work which is free of distractions. Let others know this is your work space and to avoid interrupting.

- Set a project timeline to avoid working on one task for too long. This will help decrease scattered feelings in times of stress, and will also keep you on track. It is especially important to adhere to the timeline to avoid stalling in the research and preparing phase.

Type 6

Over planning and preparing is a common time management problem for the type 6. The fear of “what if” scenarios prevents them from moving forward efficiently. This type will ensure they are making the best use of each moment and that all bases are covered. This happens most often when the project or task is for themselves rather than a client or work related task.

If you're a type 6, doing the following can increase your time management skills:

- Avoid starting and stopping a task. By seeing a task through to completion, you are less likely to backtrack to review your work multiple times. This helps prevent unintentional procrastination.
- Prioritize tasks for yourself in the same way you prioritize tasks for others. Implement the same systems you've created for others for yourself.

Type 7

A common time management problem for this type is the misconception that they have more time than they actually do. Due to this type's need for doing a variety of tasks and having a variety of interests, time is restrictive and unimportant to them. They don't do well with a lot of structure and consistently avoid

tasks they consider boring or joyless. These patterns often delay projects and deadlines become elusive.

If you're type 7, you can start by doing the following to increase your time management skills:

- Set aside a block of time each day for new projects rather than interrupting a task to brainstorm or work on something new.
- Build in rewards after completed tasks to avoid unfinished projects. This can be something like working on a passion project after the 'boring' tasks are finished.

Type 8

A common time management problem for this type is allowing the need for control to trump everything. This type often takes on too many tasks which forces them to power through projects without time to check for errors before completion, but they still expect the project to be great and get angry if it isn't.

If you're a type 8, the following may help increase your time management skills:

- Find the value in building a team instead of pushing through alone. It will help you increase productivity and avoid burnout.
- Schedule in time for weekly evaluations of your work. This will allow you to assess if a pivot needs to be made, and time to make it, before a project is completed.

Type 9

A common time management problem for this type is following the day rather than leading it. They also spend a lot of time weighing options and delaying action until the last minute, if at all. They put emphasis on the amount of thought put into everything they do, so without clear guidelines and structure nothing is completed.

If you're a type 9, doing the following may help increase your time management skills:

- Create structure in your work by either time blocking or having recurring check-ins with either someone on your team or an accountability partner.
- Set clear deadlines for projects with accountability to avoid procrastination and time spent on endless pro and con lists.

Regardless of type, taking regular breaks should be a part of your time management strategy. Resting allows your mind and body to reset which is good for productivity as well as overall comfort in your work day (think tired eyes from looking at a computer, or tight hips from sitting in one place!).

Once you become familiar with the patterns and tips for your type, I encourage you to begin exploring the other types. Understanding how alternative types manage time will help you build stronger relationships and teams.