



Effective Personal Productivity®

This 8-session program will help participants develop better habits in time management, goal setting, achieving results, controlling priorities, communicating effectively, and dealing with interruptions. This program is appropriate for leaders who would benefit from spending more time on those activities most important to their organizations.

Program consists of a kick-off session, a goals workshop, and the following six lessons:

1 – The Nature of Productivity

- What is Productivity?
- Time—The Key Resource for Peak Performance
- Attitudes Toward Planning and Goal Setting
- Attitudes Toward Other People and Yourself
- Attitudes Toward Practices and Procedures
- Identifying and Using High-Payoff Activities
- Establishing a Baseline for Productivity
- The Rewards of Improving Productivity

2– Productivity Through Goals Achievement

- Having a Positive Self-Image
- Personal and Organizational Goals
- How the Goal-Setting Process Works
- The Power of Written Goals
- Finding Time for Planning and Goal Setting
- Tracking and Feedback
- Putting Affirmation and Visualization into Practice

3—Increasing Productivity Through Managing Priorities

- Setting Priorities for Each Day
- Setting Priorities in All Areas of Life
- Maintaining Focus by Limiting Interruptions
- Handling E-mail Effectively
- Managing Communications
- Setting Up an Efficient Work Area

4 – Improving Productivity Through Communication

- Mastering Communication Skills
- The Role of Empathy in Communication
- How Behavior Affects Communication
- Asking the Right Questions
- Listening for the Total Message
- Writing for Clear Communication
- Using E-Mail Properly
- Using Technology Efficiently and Effectively

5 – Empowering the Team for Peak Performance

- The Empowerment Imperative
- The Benefits of Empowerment
- Empowering Different Generations
- Attitudes—The Heart of Empowerment
- Developing Team Players through Delegation
- Levels of Delegation
- Communication and Delegation

6 – Increasing Productivity of the Team

- Sharing and Communicating Goals
- Creating a Learning Environment
- Developing and Coaching Self-Directed Work Teams
- Developing People to be their Best
- Following Efficient Procedures
- Living with Positive Expectancy
- Celebrating Your Success!