



Clarity - Focus - Results®

Effective Personal Productivity 10 Session Program

Enhancing Your Personal & Organizational Productivity While Creating a High Performance Organization

<p>1. Kick-Off: Introduction to Concepts</p> <ul style="list-style-type: none"> • Concepts of Success, Motivation & Attitude • Individual Self-Image Profiles • Success as Related to Past Conditioning • Attitude and Habits – The Effective Motivators • Multi-Sensory Learning 	<p>2. Goal Setting Workshop</p> <ul style="list-style-type: none"> • Validation of ROI • Developing Personal and Business Goals • Goal Planning Work Sheets • Fine Tuning Goal Tracking Systems • Integration of Planner w/ Goal Planning Sheets
<p>3. Lesson 1: The Nature of Productivity</p> <ul style="list-style-type: none"> • The Key Resource for Increasing Productivity • Attitudes Toward Planning & Goal Setting • Attitudes Toward Other People, External Circumstances, and Yourself • Identifying and Using High Payoff Activities • Establishing a Base line for productivity 	<p>4. Lesson 2: Productivity Through Goal Achievement</p> <ul style="list-style-type: none"> • Your Self-Image • Personal and Organizational Goals • How the Goal-Setting Process Works • Finding Time for Planning and Goal Setting • Tracking and Feedback • Putting Affirmation & Visualization into Practice
<p>5. Lesson 3: Increasing Productivity Through Managing Priorities</p> <ul style="list-style-type: none"> • Setting Priorities in All Areas of Life • Dealing with Interruptions & Emergencies • Handling Paper Flow & Efficient Work Areas • Managing Communications 	<p>6. Unlock Your Behavioral Communication</p> <ul style="list-style-type: none"> • Understand Yourself and Communication Style • Maximize Your Strengths & Minimize Weaknesses • Debrief Your Personal Style
<p>7. Lesson 4: Improving Productivity Through Communication</p> <ul style="list-style-type: none"> • Time for Communicating • Empathy in Communication • Listening & Clarifying with Effective Questions • Writing for Maximum Impact • Using Technology Efficiently and Effectively • Communicating with Groups 	<p>8. Lesson 5: Empowering the Team-Peak Performance</p> <ul style="list-style-type: none"> • The Empowerment Imperative • The Benefits of Empowerment • Attitudes - The Heart of Empowerment and Delegation • Developing Team Players Through Delegation • Levels of Delegation • Communication and Delegation
<p>9. Lesson 6: Increasing Productivity of the Team</p> <ul style="list-style-type: none"> • Sharing and Communicating Goals • Creating a Learning Environment • Developing & Coaching Self-Directed Work Teams • Productive Meeting Strategies • Celebrating Your Success • The Productivity Challenge 	<p>10. Graduation – Lessons Learned & The Future</p> <ul style="list-style-type: none"> • Participants Present Their Learnings • Final Evaluation • Recognition of Accomplishment

CREATE PERSONAL PRODUCTIVITY PLAN OF ACTION - PRODUCTIVITY TOOLS – ACCOMPLISHMENTS

www.achievable.com / office 610.793.6609