



EFFECTIVE PERSONAL PRODUCTIVITY

Create a high performance organization

Communicate more effectively
Thrive in a learning environment
Become a team player
Set goals and achieve results
Deal with interruptions
Increase productivity through controlling priorities
Evaluate attitudes and make productive behavioral changes

Participants: Business Leaders, Managers, Supervisors and Key Individual Contributors
Standard Curriculum: Kick-off plus 6 - 1.5 to 2 Hour Sessions
Custom Curriculum: Add Goal Setting & Communications or Other
Schedule: Executive Showcase, Open Showcase & Custom

Each Session:

Provides action-oriented exercises to produce results.
Offers innovative ideas which can be put into action immediately.
Provides measurable results through behavior change.
Provides tracking methods to move you toward your organizational goals.

One: The Nature of Productivity

What is Productivity?
The Key Resource for Increasing Productivity
Attitudes Toward Planning and Goal Setting
Attitudes Toward Other People
Attitudes Toward External Circumstances
Attitudes Toward Practices and Procedures
Attitudes Toward Yourself
Identifying and Using High Payoff Activities
Establishing a Base Line for Productivity
The Rewards of Improving Productivity

Two: Goals Achievement Through Time Management

Your 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

BLUEPRINTS FOR SUCCESS

EFFECTIVE PERSONAL PRODUCTIVITY

Create a high performance organization

- 2 -

Three: Increasing Productivity Through Controlling Priorities

- Setting Priorities in All Areas of Life
- Dealing with Interruptions
- Coping with Emergencies
- Calendar / Commitment Book
- Drop-in Visitors
- Handling Paper Flow
- Efficient Work Areas
- Managing Communication
- Saying "No"

Four: Improving Productivity Through Communication

- Time for Communicating
- Empathy in Communication
- Clarifying with Effective Questions
- Listening for the Total Message
- Tips for Speed Reading
- Writing for Maximum Impact
- Using Technology Efficiently and Effectively
- Communicating with Groups

Five: Empowering the Team

- The Empowerment Imperative
- The Benefits of Empowerment
- The Time of a Leader
- Attitudes – The Heart of Empowerment and Delegation
- Developing Team Players Through Delegation
- Levels of Delegation
- Communication and Delegation

Six: Increasing Productivity of the Team

- Sharing and Communicating Goals
- Creating a Learning Environment
- Developing and Coaching Self-Directed Work Teams
- Positive Expectancy
- Developing People
- Efficient Procedures
- Productive Meeting Strategies

BLUEPRINTS FOR SUCCESS