EFFECTIVE PERSONAL PRODUCTIVITY - 4

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 4 - 2 Hour Sessions
Custom Curriculum: Add Goal Setting & Communications or Other
Schedule: Executive Showcase, Open Showcase & Custom In-house Programs

---

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?
Time—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 Baseline for Productivity
The Rewards of Improving Productivity

Two: **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

Three: **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 Efficiently
Managing Communications
Setting Up an Efficient Work Area
Managing Drop-in Visitors
Crisis Management
Protect Your Productivity by Saying "No"

Four: **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
Technology Efficiently and Effectively