

- ✍ *Personal productivity summary*
- ✍ *Classification of tasks*
- ✍ *Affirmations*
- ✍ *Vizualization*

LESSON 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 communications*
- ✓ *Saying “NO”*

Application and Action

Participant’s Feedback Sheet

- ✍ *Plan of Action*
 - ✍ *Paper and e-mail flow analysis*
 - ✍ *Interruption analyzer*
 - ✍ *Productivity challenges*
 - ✍ *Low payoff activities*
 - ✍ *Conference planner*
 - ✍ *Arrangement of office furniture*
 - ✍ *Freeing your time and people who assist you*

LESSON 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*
- ✓ *Communication with groups*

Application and Action

Participant’s Feedback Sheet

- ✍ *Plan of Action*
 - ✍ *Opportunity for growth*
 - ✍ *Communication affirmations*
 - ✍ *Communication technology checklist*
 - ✍ *Time managers, Inc*
 - ✍ *Job analysis schedule*

Mid-Term Evaluation

LESSON FIVE: *Empowering The Team*

- ✓ The empowerment imperative
- ✓ The benefits of empowerment
- ✓ The time of a leader
- ✓ Attitudes – the heart of empowerment and delegation
- ✓ Levels of delegation

Application and Action

Participant's Feedback Sheet

✍ *Plan of Action*

- ✍ Empowerment commitment
- ✍ Success attitudes for delegation
- ✍ Delegation chart
- ✍ Delegation plan
- ✍ Levels of delegation

LESSON SIX: *Increasing Productivity Of A Team*

- ✓ Starting and communicating goals
- ✓ Creating a learning environment
- ✓ Development and coaching self-directed work teams
- ✓ Positive expectancy
- ✓ Developing people
- ✓ Efficient procedures
- ✓ Productive meeting strategies
- ✓ Celebrating your challenge

Application and Action

Participant's Feedback Sheet

✍ *Plan of Action*

- ✍ Team commitment
- ✍ Job description
- ✍ Development plan
- ✍ Meeting planner

Final Evaluation

Review and Participants Graduation