

Effective Personal Productivity[®]

Productivity Development Schedule

“Attitudes, not skills, are the biggest determination of performance.” Jeffrey Pfeffer

Schedule of Sessions

Pre-conference Goal setting one-on-one session

Kick off meeting Including Planning Tool training

LESSON ONE: *The Nature Of Productivity*

- ✓ What is productivity?
- ✓ The key resource for increase a productivity
- ✓ Attitudes toward planning and goal setting
- ✓ Attitudes towards 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

Application and Action

Participant's Feedback Sheet

- ✍ *Plan of Action*
 - ✍ Self-evaluation questionnaire
 - ✍ Definition of productivity
 - ✍ High Payoff activities

LESSON TWO: *Goal Achievement Through Time Management*

- ✓ Our 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

Application and Action

Participant's Feedback Sheet

- ✍ *Plan of Action*
 - ✍ *Personal productivity analysis worksheet*
 - ✍ *Personal productivity summary*
 - ✍ *Classification of tasks*
 - ✍ *Affirmations*
 - ✍ *Visualization*

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