

2010
Effective Personal Productivity[®]
Productivity Development Schedule

“Whatever you vividly image, ardently desire, sincerely believe and enthusiastically act upon, must inevitably come to pass!”

Schedule of Sessions

(Conference hall Comodo, Sofia)

Pre-conference SWOT analysis one-on-one session *Free for Open Autumn classes*

Pre-conference Goal setting one-on-one session *Free for Open Autumn classes*

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*
 - ✍ *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