



## 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

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#### 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.

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#### 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

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#### BLUEPRINTS FOR SUCCESS

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#### **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

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