

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

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

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"

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