

# EFFECTIVE PERSONAL PRODUCTIVITY



## Our Philosophy

*“Leaders are agents of positive change. They understand that change is a process and not an event. A leader's passion is to grow everything and everyone around them to achieve a greater and enriched potential.”*



## CREATE A HIGH PERFORMANCE ORGANIZATION

### Developing High Achievers

Effective Personal Productivity® is the wellspring of success and a basic part of human nature, yet many lack the principles and direction they need to achieve.

Effective Personal Productivity program will help you:

- Evaluate attitudes and make productive behavioral changes
- Increase productivity through establishing priorities
- Communicate more effectively
- Thrive in a learning environment
- Set goals and achieve results
- Become a team player
- Effectively deal with interruptions
- Learn an effective and powerful new daily planning system

### A Success Planning System

The My-Tyme Success Planner® is a unique concept. Any calendar booklet can remind you of appointments, but only My-Tyme moves you from being task-driven to goal-driven.

The planner is designed to:

- Manage and organize your time
- Maintain your schedule
- Chart progress
- Achieve goals
- Track goals and accomplishments

Leadership Excellence, Ltd. is the premier training, development and coaching organization for 21st century leaders. We effectively build individuals and organizations to reach their highest leadership potential.

Leadership Excellence, Ltd. is proudly partnered with Leadership Management International (LMI). We have the proven development tools and processes for positive and lasting change.

For more information on other courses and services we offer, visit [LeadershipExcellenceNow.com](http://LeadershipExcellenceNow.com) or contact:

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# EFFECTIVE PERSONAL PRODUCTIVITY

## 6 Week Course Outline

### **Course 1:** 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

### **Course 3:** 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”

### **Course 5:** 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

### **Course 2:** 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

### **Course 4:** 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

### **Course 6:** 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
- Celebrating Your Success
- The Productivity Challenge