



## Effective Personal Productivity®

Productivity is the wellspring of success and a basic part of human nature, yet many employees lack the direction they need to achieve greater results. LMI's Effective Personal Productivity program will help members of your organization: Evaluate their attitude and make productive behavioral changes; Set goals and achieve results; Increase productivity through controlling priorities; Communicate more effectively; Become a team player; Deal with interruptions and Focus on high payoff activities.

This 5-session course is facilitated bi-weekly over 7 weeks. It consists of a Kickoff, Goals Workshop, four Lessons, combined with a Graduation celebration.

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| <p><b>1 – Introduction to Concepts Kickoff (Part I)</b></p> <ul style="list-style-type: none"> <li>● Definition of Success</li> <li>● Types of Motivation</li> <li>● Attitude Change &amp; Habit Formation</li> <li>● Past Conditioning</li> <li>● Spaced Repetition</li> <li>● Tyranny of the Urgent</li> <li>● Time Management Matrix</li> </ul>   | <p><b>2 – The Nature of Productivity</b></p> <ul style="list-style-type: none"> <li>● What is Productivity?</li> <li>● Time - The Key Resource for Peak Performance</li> <li>● Attitudes Toward Planning &amp; Goal Setting</li> <li>● Attitudes Toward Other People</li> <li>● Attitudes Toward External Circumstances</li> <li>● Attitudes Toward Practices &amp; Procedures</li> <li>● Attitudes Toward Yourself</li> <li>● Identifying &amp; Using High Payoff Activities</li> <li>● Establishing a Baseline for Productivity</li> <li>● Rewards of Improving Productivity</li> </ul> |
| <p><b>3 – Productivity Through Goals Achievement</b></p> <ul style="list-style-type: none"> <li>● Having a Positive Self-Image</li> <li>● Personal &amp; Organizational Goals</li> <li>● How the Goal-Setting Process Works</li> <li>● The Power of Written Goals</li> <li>● Finding Time for Planning &amp; Goal Setting</li> <li>● Tracking &amp; Feedback</li> <li>● Putting Affirmation &amp; Visualization into Practice</li> </ul> | <p><b>4 – Improving Productivity Through Managing Priorities</b></p> <ul style="list-style-type: none"> <li>● Setting Priorities For Each Day</li> <li>● Setting Priorities in All Areas of Life</li> <li>● Maintaining Focus by Limiting Interruptions</li> <li>● Handling E-Mail Efficiently</li> <li>● Managing Communications</li> <li>● Setting Up An Efficient Work Area</li> <li>● Managing Drop-In Visitors</li> <li>● Crisis Management</li> <li>● Protect Your Productivity By Saying “NO”</li> </ul>   |

## 5 – Improving Productivity Through Communication

- Mastering Communication Skills
- Role of Empathy in Communication
- How Behavior Affects Communication
- Asking the Right Questions
- Listening for the Total Message
- Writing for Clear Communication
- Using E-Mail Properly
- Using Technology Efficiently & Effectively