

The 5 Choices to Extraordinary Productivity – Two-Day Work Session Outline

TIMELINE	CONTENT	PARTICIPANTS WILL BE ABLE TO:
DAY 1 8:30 a.m. – Noon	CHOICE 1 Act on the Important, Don't React to the Urgent	<ul style="list-style-type: none"> Consciously discern the important from the urgent or less important. Teach others the language and methodology of importance for clear alignment.
DAY 1 1 p.m. – 3 p.m.	CHOICE 2 Go for Extraordinary, Don't Settle for Ordinary	<ul style="list-style-type: none"> Clarify what extraordinary looks like in their current, most important roles. Define and execute measurable goals to achieve role outcomes.
DAY 1 3 p.m. – 4:30 p.m.	CHOICE 3 Schedule the Big Rocks, Don't Sort Gravel	<ul style="list-style-type: none"> Master weekly planning processes to identify, schedule, and execute on high-impact priorities. Master daily planning processes to ensure attention, energy, and execution on the high-impact priorities.
DAY 2 8:30 a.m. – Noon	CHOICE 4 Rule Your Technology, Don't Let It Rule You	<ul style="list-style-type: none"> Design a personalized, reliable system to manage all incoming: appointments, tasks, contacts, notes, and documents. Turn Outlook[®] or Lotus Notes[®] into a productivity workflow engine to achieve high-impact priorities. Identify applications that will help, not hinder, productivity.
DAY 2 1 p.m. – 4 p.m.	CHOICE 5 Fuel Your Fire, Don't Burn Out	<ul style="list-style-type: none"> Understand the impact of brain health on day-to-day performance. Use the 5 Energy Drivers to increase and sustain energy throughout the day to accomplish and enjoy high-impact priorities.