



# THE 5 CHOICES™

to extraordinary productivity



## Become Extraordinary

*The 5 Choices to Extraordinary Productivity* is now available online. This virtual solution inspires participants to apply a process that will increase their ability to achieve life’s most important outcomes. This solution not only produces a measurable increase in productivity, but also provides a renewed sense of engagement.

The *5 Choices* work session series consists of five modules that go into depth on each choice.

### 1 Choice 1: Act on the Important, Don’t React to the Urgent

In today’s world, people are drowning in email, overwhelmed with demands, and trying to do more with less. *5 Choices* participants filter the vitally important priorities from distractions so they can focus on making a real contribution.

### 2 Choice 2: Go for Extraordinary, Don’t Settle for Ordinary

Everyone wants to make a difference, but competing priorities often prevent them from achieving extraordinary results. *5 Choices* participants redefine their roles in terms of extraordinary results to achieve high-priority goals.

### 3 Choice 3: Schedule the Big Rocks, Don’t Sort Gravel

The crushing increase in workday pressures can make people feel helpless and out of control. *5 Choices* participants regain control of their work and lives through a cadence of planning and execution that produces extraordinary outcomes.

### 4 Choice 4: Rule Your Technology, Don’t Let It Rule You

An electronic avalanche of email, texts, and social-media alerts seriously threaten productivity as never before. *5 Choices* participants leverage their technology and fend off distractions by optimizing platforms like Microsoft® Outlook® to boost productivity.

### 5 Choice 5: Fuel Your Fire, Don’t Burn Out

Today’s exhausting, high-pressure work environment burns people out at an alarming rate. Applying the 5 Energy Drivers™, participants benefit from the latest in brain science to consistently recharge their mental and physical energy.



## IN THIS TRAINING, PARTICIPANTS WILL LEARN HOW TO:

- ▶ Discern the important from the less important.
- ▶ Identify roles and goals.
- ▶ Plan weekly and daily.
- ▶ Leverage your technology and fend off distractions.
- ▶ Recharge mental and physical energy.

## TRAINING AVAILABLE AS LIVE ONLINE OR ON DEMAND



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Excelerators are self-paced online courses for individuals looking to increase business and leadership skills but who can't be away from the office. Excelerators offer content-based instruction through videos, animation, interactive quizzes and assessments, and PDF toolkits as well as other resources and tools.

Excelerators are approximately 60-minutes in length and can be used as part of a blended-training process or as stand-alone training.

The work session comes with its own downloadable toolkit for use during and after the workshop.

Participants experience the training right from their desk, eliminating travel costs and reducing your organization's carbon footprint while minimizing lost time away from the office.



Reduce cost by reducing travel



Train more people for less



Decrease time away from office



Reduce carbon footprint

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