

# 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
- Evaluate attitudes and make productive behavioral changes

### *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

### *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

### *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

### *FIVE: 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

### *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"

### *SIX: Increasing Productivity of the Team*

Sharing and Communicating Goals

Creating a Learning Environment

Developing and Coaching Self-Directed Work Teams

Positive Expectancy

Strategies and Methods for Training

Efficient Procedures

Productive Meeting Strategies

Celebrating Your Success

The Productivity Challenge