AMA2605: The 5 Choices to Extraordinary Productivity Training

Duration: **2 Day**

BILGINÇ IT Academy
info@bilginc.com
+44 20 3807 0925
+90 212 282 7700

Overview

Be your most productive self with this course based on the teachings of FranklinCovey's 5 Choices to Extraordinary Productivity.

The Extraordinary Productivity: The 5 Choices That Drive Success course is based on ideas and practices accumulated over decades from the leaders of productivity. This FranklinCovey seminar provided by AMA will help you develop the necessary tools to maximize productivity in the workplace.

For most of us, the demands our careers sometimes place on our shoulders can be overwhelming. Combine this with the distractions caused by an unending influx of information, and our lives can become downright exhausting. If we don't react to these stimuli with clear discernment, our ability to think clearly and make wise decisions about what's important suffers—and the goals that matter most in our professional and personal lives get shortchanged, or worse, not accomplished at all.

This productivity seminar combines current neuroscience research with proven productivity principles to help you better manage your decisions, attention, and energy. You'll learn how to apply a process—which incorporates the use of Microsoft Outlook®—to dramatically increase your ability to achieve life's most important outcomes by consistently making choices that create extraordinary value for yourself and your organization. This solution not only produces a measurable increase in productivity but can also provide you with a renewed sense of engagement and accomplishment.

Who Should Attend?

Business professionals at all levels looking for the tools to maximize productivity and achieve the extraordinary.

What You Will Learn

- Apply the latest science on brain health to maximize your productivity in the workplace
- Utilize a language with others to ensure you're aligned around "important and urgent"
- Recognize how to achieve true and consistent work-life balance
- Create a personalized, practical system for managing your high-impact goals
- Manage technology so it doesn't manage you

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Outline

Earning Objectives

- Apply the Latest Science on Brain Health to Maximize Your Productivity
- Utilize a Language with Others to Ensure You're Aligned Around "Important and Urgent"
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LESSON ONE

Choice 1: Acting on the Important Instead of Reacting to the Urgent

- Discern the Important from the Urgent or Less Important
- Teach Others the Language and Methodology of Importance

Choice 2: Going for Extraordinary Instead of Settling for Ordinary

- Clarify What Extraordinary Looks Like in Your Current, Most Important Roles
- Define and Execute Measurable Goals to Achieve Role Outcomes

Choice 3: Scheduling the Big Rocks Instead of Sorting Gravel

- Master Weekly Planning Processes to Identify, Schedule and Execute High- Impact Priorities
- Master Daily Planning Processes to Ensure Attention, Energy, and Execution

LESSON TWO

Choice 4: Ruling Your Technology Instead of Letting It Rule You

- Design a Personalized System to Manage Appointments, Tasks, Contacts, Notes and Documents
- Turn Outlook® or Lotus Notes® into a Productivity Workflow Engine

Choice 5: Fueling Your Fire Instead of Burning Out

- Understand the Impact of Brain Health on Day-to-Day Performance
- Use the 5 Energy Drivers to Sustain Energy Throughout the Day