

The 5 Choices to Extraordinary Productivity One-Day Essentials

TIMELINE	CONTENT	PARTICIPANTS WILL BE ABLE TO:
MORNING 8:30 a.m. – 9:15 a.m.	Foundation	<ul style="list-style-type: none"> Understand the key productivity problems of the 21st century.
9:15 a.m. – 11:00 a.m.	CHOICE 1 Act on the Important, Don't React to the Urgent	<ul style="list-style-type: none"> Articulate the language and methodology of “discerning” important from less important.
11:00 a.m. – noon	CHOICE 2 Go for Extraordinary, Don't Settle for Ordinary	<ul style="list-style-type: none"> Structure what extraordinary looks like in their current, most important roles.
Noon – 1:00 p.m.	LUNCH	
AFTERNOON 1:00 p.m. – 2:00 p.m.	CHOICE 3 Schedule the Big Rocks, Don't Sort Gravel	<ul style="list-style-type: none"> Implement Weekly and Daily Q2 Planning processes to identify, schedule, and execute on high-impact priorities.
2:00 p.m. – 3:45 p.m.	CHOICE 4 Rule Your Technology, Don't Let It Rule You	<ul style="list-style-type: none"> Explore how to manage appointments, tasks, contacts, notes, and documents. Apply demonstrated Outlook® or Lotus Notes® “Master Moves” and planning System to align your technology.
3:45 p.m. – 4:30 p.m.	CHOICE 5 Fuel Your Fire, Don't Burn Out	<ul style="list-style-type: none"> Understand the impact of brain health and the 5 Energy Drivers on day-to-day performance.
4:30 p.m. – 4:45 p.m.	Quickstart Plan & Closing	<ul style="list-style-type: none"> Put together a process for implementing the 5 Choices.