

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

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