



EFFECTIVE PERSONAL PRODUCTIVITY

- 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

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

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"

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 Ef-

fectively

Communicating with Groups

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

Communication and Delegation

SIX: INCREASING PRODUCTIVITY OF THE TEAM

Sharing and Communicating Goals

Creating a Learning Environment

Developing and Coaching Self-

Directed Work Teams

Positive Expectancy

Developing People

Efficient Procedures

Productive Meeting Strategies

Celebrating Your Success

The Productivity Challenge