

# 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

### *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 Effectively**  
**Communicating with Groups**