

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2605

The 5 Choices to Extraordinary Productivity™

Be your most productive self with this productivity course based on the teachings of Franklin Covey's 5 Choices productivity seminar.

By FranklinCovey—now available through AMA.

The 5 Choices to Extraordinary Productivity™ course is based on ideas and practices accumulated over decades from the leaders of productivity at FranklinCovey. This Franklin Covey seminar 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 and maximize the use of Microsoft Outlook® that can 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.

How You Will Benefit

- 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

What You Will Cover

Choice 1: Acting on the important instead of reacting to the urgent

- Discerning the important from the urgent or less important
- Teaching others the language and methodology of importance

Choice 2: Going for extraordinary instead of settling for ordinary

- Clarifying what extraordinary looks like in your current, most important roles
- Defining and executing measurable goals to achieve role outcomes

Choice 3: Scheduling the big rocks instead of sorting gravel

- Mastering weekly planning processes to identify, schedule and execute high-impact priorities
- Mastering daily planning processes to ensure attention, energy, and execution

Choice 4: Ruling your technology instead of letting it rule you

- Designing a personalized system to manage appointments, tasks, contacts, notes and documents
- Turning Outlook® into a productivity workflow engine

Choice 5: Fueling your fire instead of burning out

- Understanding the impact of brain health on day-to-day performance
- Using the 5 Energy Drivers to sustain energy throughout the day

Who Should Attend

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

Special Feature

PRE-WORK REQUIRED

Upon registration you will receive a link to an online benchmark 26-question assessment to see where you stand on key productivity behaviors. You will have the opportunity to take the benchmark again after applying what you learned.

ATTENDEES WILL RECEIVE

- Participant Guide
- Microsoft Outlook® Technical Guide
- The 5 Choices: a brief monograph with notebook
- Bonus Modules: three video-based mini-courses with toolkits

NOTE: For hands-on Outlook® application you may wish to attend with a laptop. Please call customer service at 1-800-262-9699 if you are not an Outlook® user.

Based on the proven principles found in [The 7 Habits of Highly Effective People® Signature Edition 4.0](#)

Schedule

- [2] days - \$2,195 Non Members
- [2] days - \$1,995 AMA Members
- [2] days - \$1,889 GSA

Credits

14 CPE/1.2 CEU

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