

**American Management Association's
The 5 Choices to Extraordinary Productivity®**

Learning Objectives

- Learn a Better Way to Manage Technology So It Doesn't Manage You
- Recognize How to Achieve True and Consistent Work-Life Balance
- Apply the Latest Science on Brain Health to Maximize Your Productivity
- Utilize a Language with Others to Ensure You Are Aligned Around "Important and Urgent"
- Create a Personalized, Practical System for Prioritizing and Managing Your Goals

Choice 1: Acting on the Important Instead of Reacting to the Urgent

- Discern the Important from the Urgent or Less Important
- Teach Others the Language and Methodology of Importance

Choice 2: Going for Extraordinary Instead of Settling for Ordinary

- Clarify What Extraordinary Looks Like in Your Current, Most Important Roles
- Define and Execute Measurable Goals to Achieve Role Outcomes

Choice 3: Scheduling the Big Rocks Instead of Sorting Gravel

- Master Weekly Planning Processes to Identify, Schedule and Execute High-Impact Priorities
- Master Daily Planning Processes to Ensure Attention, Energy, and Execution

Choice 4: Ruling Your Technology Instead of Letting It Rule You

- Design a Personalized System to Manage Appointments, Tasks, Contacts, Notes and Documents
- Turn Outlook® or Lotus Notes® into a Productivity Workflow Engine

Choice 5: Fueling Your Fire Instead of Burning Out

- Understand the Impact of Brain Health on Day-to-Day Performance
- Use the 5 Energy Drivers to Sustain Energy Throughout the Day