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

Learning Objectives

• Apply the Latest Science on Brain Health to Maximize Your Productivity
• 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

LESSON ONE
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

LESSON TWO
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