

American Management Association's Perfectionism to Productivity: Empowering Women in Business

Introduction

- Understand Our Perfectionist Beliefs and Limitations.
- Identify, Imposter Syndrome and Offer Tools for Self-Management.
- Discover and Release Self-Imposed Standards of Perfection to Foster Flexibility, Adaptability Leading to Greater Creativity, Innovation, and Productivity.
- Transform Your Inner Critic Into an Inner Coach.
- Build Competence in Managing Challenging Perfectionist Types and Demanding Work Environments.
- Embrace Challenges Outside Comfort Zones and Set and Achieve Meaningful Goals With Less Stress.
- Develop Skills in Soliciting Feedback and Expanding Your Professional Networks.
- Recognize, Create, and Celebrate “Situational Wins” for Self and Teams.
- Develop Competence to Become a More Decisive and Agile Leader at Work and in Life.

Understanding Productive Perfectionism

- Distinguish Productive Perfectionism From Unproductive Perfectionism.
- Learn When Perfectionism is Necessary.
- Utilize Five Essential Actions for Boosting Productivity.
- Turn Actions Into New Habits.

Cultivation and Coaching Toward Core Positive Emotions

- Effectively Connect and Utilize Three Core Positive Emotions.
- Learn Daily Practices to Enhance Emotional Well Being and Productivity.
- Create a Shackle-Smashing Action Plan.

Pursuing Excellence in Perfection

- Shift from Pursuing Perfection to Striving for Excellence.
- Understand the Link Between Unproductive Perfectionism and Imposter Syndrome.
- Distinguish Between the “Situational Win” and Perfection.
- Develop Practices for Goal Attainment and Increased Satisfaction.

Identifying and Expanding Your Comfort with Risk-Taking

- Identify Mindsets Around Risk and Assess Risk-Taking.
- Expand Comfort Zones to Have Increased Options and Be More Resilient.
- Learn and Use the Three Step Resilience Approach to Risk-Taking.

Strategically Building Your Network

- Understand Trust and Selective Vulnerability.
- Learn a Step-By-Step Approach to Building Trust Quickly.
- Develop Ways to Expand Your Network Strategically.

Managing Challenging Perfectionists

- Apply Tools and Strategies to Work With Demanding Bosses, Overachieving Direct Reports, and Challenging Colleagues and Clients.
- Learn How to Assess Organizational Culture During Job Interviews.

Relaxing Your Self-Limiting Perfectionism and Developing an Action Plan to Becoming a Productive Perfectionist

- Identify and Reframe Self-Limiting Standards of Perfection or “Shoulds.”
- Discover Energizing and Playful Activities Outside of Work to Enhance Creativity and Innovation.
- Review Goals From Day One and See What You Have Learned to Help You to Become a More Productive Perfectionist.

Wrap-Up: Becoming a Decisive Leader, Today

- Discover How Successful Leaders Make Faster Decisions.
- Apply Decision-Making Accelerations Techniques to Leadership Challenges.
- Create Your Action Plan.