

## **American Management Association's Secrets to Boosting Productivity**

### ***Establishing Goals and Setting Priorities***

- Utilize the SMART Goal Model
- Identify Activities/Tasks to Support Your SMART Goal
- Prioritize Your Activities/Tasks

### ***Maintaining Concentration and Focus***

- Recognize the Benefits of Maintaining Your Concentration and Focus
- Establish Routines and Identify and Define “Dash-Dot” Work
- Uncover and Deal with Time Wasters

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