



FOCUS

ACHIEVING YOUR HIGHEST PRIORITIES

Focus On and Execute Your Highest Priorities

It isn't the people who simply get things done who move their organizations forward and feel satisfied. It's those who never lose sight of the big picture and who focus energy and enthusiasm on their most important goals. FOCUS: Achieving Your Highest Priorities is the new workshop where you learn how to execute critical priorities, increase your value to your organization, and enjoy greater job satisfaction—whatever your current responsibility or how stressed and packed you find your daily schedule.

Learning Objectives

In one day you'll discover how to:

- Identify and focus on your top priorities
- Reduce stress by recognizing and eliminating low-priority activities and distractions
- Stay focused every day with a reliable planning system that integrates the tools you use (planner, PDA, desktop)
- Apply a goal-setting process that gets results
- Gain control of the competing demands on your time—e-mail, voice mail, meetings, and interruptions
- Achieve balance and renewal in your life to avoid burnout and cycles of frustration

Materials You'll Receive

Your workshop participant pack includes the Guidebook; a Resource CD featuring a 30-day trial of PlanPlus™ for Microsoft® Outlook® software, PlanPlus Wizards, and the Managing Minutiae Rapid Performance Module; as well as three portable Job Aids and Franklin Planner Starter Kit.

How to Register

Contact:
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Course Outline

Pre-Work

- Complete the online pre-assessment and bring the printed results to the workshop

The Time Matrix

- Understanding the difference between urgent and important activities
- Identifying high-leverage activities that increase balance and productivity
- Minimizing and better managing crises

The Productivity Pyramid

- Understanding the power of focus
- Identifying your governing values and setting personal and professional goals
- Implementing weekly and daily planning processes to focus and execute on your highest priorities

My Planning System

- Understanding the three keys to an effective planning system: integration, mobility, and personalization
- Integrating multiple tools—electronic and paper—into an effective planning system
- Implementing best practices for handling e-mails, voice mails, interruptions, and procrastination

Post Work

- Complete the online post assessment to determine your productivity progress
- Use the Franklin Planning System and Resource CD and reference the portable job aids