



Practice Transformation Program

Personal and Team Productivity

PTPRO Course Description

Boost productivity at a personal level and within your organization by understanding natural obstacles, implementing a proven task management methodology and effecting team-wide adoption.

Syllabus

Section One - Understanding WHY our current task management habits do not serve us

- Session 1: Beginning with the End in Mind: Outcomes of Personal Process Improvements
- Session 2: Overcoming Productivity Myths and Roadblocks
- Session 3:
 - The Productivity and Priority Connection
 - The Productivity Method

Section Two – Building Your Productivity System

- Session 4: Curbing the Input Chaos: The Zero Inbox Reality
- Session 5: Zeroing Your Inbox: A Practical Exercise
- Session 6: Inputs to Actions: Engineering a Sustainable Task System
- Session 7: Engineering Your Task System: A Practical Exercise
- Session 8:
 - Prioritizing Your Tasks: Embracing Intentionality
 - Engaging and Maintaining a High-Productivity Lifestyle

Section Three - Taking It to the Team

- Session 9:
 - Harmonizing Individual Actions into Team Projects
 - Fostering Team Adoption and Developing Strategies for Continual Improvement
- Session 10: Systems and Processes that Maintain Team Accountability and Alignment



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Course Schedule

Session 1	4/20/21 Tue	3:00 – 5:00 pm Eastern
Session 2	4/27/21 Tue	3:00 – 5:00 pm Eastern
Session 3	5/4/21 Tue	3:00 – 5:00 pm Eastern
Session 4	5/11/21 Tue	3:00 – 5:00 pm Eastern
Session 5	5/18/21 Tue	3:00 – 5:00 pm Eastern
Session 6	5/25/21 Tue	3:00 – 5:00 pm Eastern
Session 7	6/1/21 Tue	3:00 – 5:00 pm Eastern
Session 8	6/4/21 Tue	3:00 – 5:00 pm Eastern
Session 9	6/8/21 Tue	3:00 – 5:00 pm Eastern
Session 10	6/15/21 Tue	3:00 – 5:00 pm Eastern