



## 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  | 10/13/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 2  | 10/15/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 3  | 10/20/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 4  | 10/27/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 5  | 11/3/20 Tue  | 3:00 – 5:00 pm Eastern |
| Session 6  | 11/17/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 7  | 11/24/20 Tue | 3:00 – 5:00 pm Eastern |
| Session 8  | 12/1/20 Tue  | 3:00 – 5:00 pm Eastern |
| Session 9  | 12/8/20 Tue  | 3:00 – 5:00 pm Eastern |
| Session 10 | 12/15/20 Tue | 3:00 – 5:00 pm Eastern |