



## Practice Advancement Program

### Personal and Team Productivity

#### Course Description

It is imperative that you find calm in the storm when priorities shift and know how to gather, assess, organize, and prioritize your tasks at hand. With focus and understanding, you can identify the task with the highest return, and see it through from start to finish. Learn how to conquer task overload, achieve and maintain a clean inbox, harmonize work and life, adopt extreme intentionality, and maximize production.

#### Course Syllabus

##### Section One – Understanding WHY Your Current Task Management Habits Do Not Serve You

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

##### 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: Selecting the Tasks to Engage With
  - Prioritizing Your Tasks: Embracing Intentionality
  - Engaging and Maintaining a High-Productivity Lifestyle

##### Section Three – Practice Readiness – Bringing it To the Team

- Session 9: Team Adoption
  - 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

\*PREREQUISITES: There are no prerequisites for this course.