



## Practice Advancement Program

### Personal and Team Productivity

#### Course Description

This course provides you with the knowledge, tools, and support to conquer task overload, achieve and maintain a zero-inbox, harmonize work and life, adopt extreme intentionality and maximize productions. Most of the course focuses on personal productivity with bonus strategies for deploying the principles throughout your team.

#### 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 - Practice Readiness – bringing it all together with a suggested “Best Practice” Advisory Business Model

- 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

\*No pre-requisite required