



## Practice Advancement

### 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.

### Personal and Team Productivity 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