



Effective Personal Productivity

AMERICAN INSTITUTE OF MANAGEMENT, INC.

“Making personal and corporate improvement a way of life.”



Create a high performance organization

- Communicate more effectively
- Thrive in a learning environment
- Become a team player
- Set goals and achieve results
- Deal with interruptions
- Increase productivity through controlling priorities
- Evaluate attitudes and make productive behavioral changes

ONE: The Nature of Productivity

- What is Productivity?
- The Key Resource for Increasing Productivity
- Attitudes Toward Planning and Goal Setting
- Attitudes Toward Other People
- Attitudes Toward External Circumstances
- Attitudes Toward Practices and Procedures
- Attitudes Toward Yourself
- Identifying and Using High Payoff Activities
- Establishing a Base Line for Productivity
- The Rewards of Improving Productivity

FOUR: Improving Productivity Through

- Communication
- Time for Communicating
- Empathy in Communication
- Clarifying with Effective Questions
- Listening for the Total Message
- Tips for Speed Reading
- Writing for Maximum Impact
- Using Technology Efficiently and Effectively
- Communicating with Groups

TWO: Goals Achievement Through Time Management

- Your Self-Image
- Personal and Organizational Goals
- How the Goal-Setting Process Works
- The Power of Written Goals
- Finding Time for Planning and Goal Setting
- Tracking and Feedback
- Putting Affirmation and Visualization into Practice

FIVE: Empowering the Team

- The Empowerment Imperative
- The Benefits of Empowerment
- The Time of a Leader
- Attitudes - The Heart of Empowerment and Delegation
- Developing Team Players Through Delegation
- Levels of Delegation
- Communication and Delegation

THREE: Increasing Productivity Through Controlling

- Priorities
- Setting Priorities in All Areas of Life
- Dealing with Interruptions
- Coping with Emergencies
- Calendar / Commitment Book
- Drop-in Visitors
- Handling Paper Flow
- Efficient Work Areas
- Managing Communications
- Saying “No”

SIX: Increasing Productivity of the Team

- Sharing and Communicating Goals
- Creating a Learning Environment
- Developing and Coaching Self-Directed Work Teams
- Positive Expectancy
- Developing People
- Efficient Procedures
- Productive Meeting Strategies
- Celebrating Your Success
- The Productivity Challenge

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