

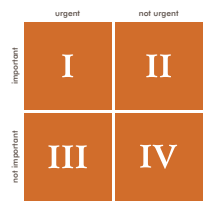


# FOCUS

ACHIEVING YOUR HIGHEST PRIORITIES

Most people in business face immense demands on their time and attention. People work hard and generally want to make a difference in their organisations. They want to do the right thing, but most are overwhelmed by conflicting demands. This leads to unproductive busyness and failure to deliver on important commitments. This engaging, 1-1½ day workshop is highly interactive and packed with learning that addresses today's productivity challenges.

**The Focus** | Achieving your Highest Priorities workshop teaches productivity skills integrated with a powerful planning system that helps employees clarify, focus on, and execute the highest priorities - personally and professionally.

## What you will learn

KEY CONCEPTS	OUTCOMES
<p><b>The Time Matrix</b></p> 	<ul style="list-style-type: none"> <li>• Understand the difference between urgent and important activities</li> <li>• Identify high leverage activities that increase balance and productivity</li> <li>• Minimise and better manage stress</li> </ul>
<p><b>The Productivity Pyramid</b></p> 	<ul style="list-style-type: none"> <li>• Understand the power of focus</li> <li>• Identify own governing values and setting of personal and professional goals</li> <li>• Implement weekly and daily planning processes to focus and execute on own highest priorities</li> </ul>
<p><b>Planning System</b></p> 	<ul style="list-style-type: none"> <li>• Understand the 3 keys to an effective planning system: Integration, mobility and personalisation</li> <li>• Integrating multiple tools-electronic and paper into an effective system</li> <li>• Implementing best practices for handling e-mails, voice mails, interruptions and procrastination</li> </ul>

## What you receive

- **Participant Manual and Tip Sheets**  
These materials offer outstanding reinforcement of all you learn in the workshop and serve as powerful reminders of the resolutions you made. Reference pages include a recommended reading list, a quick productivity assessment, and more.
- **Pre- and Post- workshop Assessments**  
Take advantage of this powerful tool to measure your ability to focus on what is most important in your professional and personal life before your workshop. Then, return in 21 days to measure your improvement.
- **Resource CD-ROM**  
This helpful resource offers an interactive tool to help you design a custom planning system that works the way you do. You'll also find software tools that will walk you step-by-step through writing your Personal Mission Statement and setting goals.

The FranklinCovey Planning System Kit is recommended, but is priced separately. This complete starter kit contains the essentials for implementing all you'll learn in the workshop. Kit includes one year of our Original Planning Pages, Planner Binder, Storage Binder, essential Mission / Values / Goal forms, Information Management forms, and more.

The Focus Programme is available in both public or onsite setting. Certification is available for clients wanting to teach this programme to their organisation.

## Who should attend

All individuals within an organisation, from new employees to senior level managers and supervisors, who need to make improvements in their personal and professional productivity.