



Synergy THREE SIXTY & Franklin Covey Time Management and Project Management FOCUS Course

Competing priorities. Multiple deadlines. A hundred unanswered e-mails. Your project meeting's been delayed for the third time today and now you're not sure you're going to make your daughter's soccer game. Sound familiar? If so, you're not alone. The operating word of today's workplace is *speed*. There are still only 24 hours in every day, but the amount of things you have to do in that time has expanded exponentially. At the end of the day, how do you know you've accomplished not just *some* things, but the *right* things?

FOCUS: Achieving Your Highest Priorities is FranklinCovey's next-generation productivity workshop for today's high-amperage work environment. In the new era of business, success is no longer measured by simply *getting things done*. It's the people who know how to focus on the most important goals that move their organizations forward—and enjoy a greater sense of job satisfaction.

This engaging, highly interactive workshop will help you think differently about how you spend your time and give you the tools to:

- Increase productivity by identifying and focusing on your top priorities
- Enhance chances of success by setting goals that align with your most important objectives
- Keep focused with a planning system that integrates the tools you use (planner, PDA, desk-top)
- Effectively manage all the information that comes across your desk (e-mail, voicemail)
- Reduce stress by recognizing and eliminating low-priority activities and distractions

Workshop Agenda:

Morning:

- Setting the stage – focusing on the truly important
- The Time Matrix
- The Productivity Pyramid
- Establishing and clarifying values
- Setting goals
- Aligning goals to priorities
- Executing strategy – break down goals into key tasks
- Weekly planning
- Daily planning

Afternoon:

- Using the planning tools
- Prioritizing tasks
- Managing information
- Overcoming procrastination
- Dealing with interruptions
- Handling email and voicemail
- Workshop summary and action plan



Dates & locations frequently added and updated on our website
www.synergythreesixty.com

To confirm your attendance or inquire about additional information, call 720-490-1749 or email spaulet@synergythreesixty.com