THE 5 CHOICES™
to extraordinary productivity

The 5 Choices to Extraordinary Productivity—Two-Day Work-Session Outline

TIMELINE	CONTENT	PARTICIPANTS WILL BE ABLE TO:
DAY 1 8:30 a.m.–noon	**CHOICE 1** Act on the Important, Don't React to the Urgent	• Consciously discern the important from the urgent or less important. • Teach others the language and methodology of importance for clear alignment.
DAY 1 1 p.m.–3 p.m.	**CHOICE 2** Go for Extraordinary, Don't Settle for Ordinary	• Clarify what extraordinary looks like in their current, most important roles. • Define and execute measurable goals to achieve role outcomes.
DAY 1 3 p.m.–4:30 p.m.	**CHOICE 3** Schedule the Big Rocks, Don't Sort Gravel	• Master weekly planning processes to identify, schedule, and execute on high-impact priorities. • Master daily planning processes to ensure attention, energy, and execution on the high-impact priorities.
DAY 2 8:30 a.m.–noon	**CHOICE 4** Rule Your Technology, Don't Let It Rule You	• Design a personalized, reliable system to manage all incoming: appointments, tasks, contacts, notes, and documents. • Turn Outlook® or Lotus Notes® into a productivity workflow engine to achieve high-impact priorities. • Identify applications that will help, not hinder, productivity.
DAY 2 1 p.m.–4 p.m.	**CHOICE 5** Fuel Your Fire, Don't Burn Out	• Understand the impact of brain health on day-to-day performance. • Use the 5 Energy Drivers to increase and sustain energy throughout the day to accomplish and enjoy high-impact priorities.

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