

Productivity & Prioritization

🕒 2 hours

In an environment that moves and changes fast, employees tend to believe that there's never enough time to tackle their entire to-do list. Managers feel that all of their tasks are top priority, so they can't communicate effectively about what matters most. As a result, their direct reports feel confused and overwhelmed. Worst of all, they pick up their managers' worst time management, organization, and prioritization habits (such as doing what's urgent, easy, or top of mind rather than what will make the biggest impact on the company). On the flipside, managers with great habits create productive, motivated teams that spread positive behaviors throughout the organization.

Team Training:

- ✔ Manager CORE 1 ☐ Add on
- Manager CORE 2 ☐ Add on
- ✔ Individual Contributor CORE ☐ Add on
- Company Wide Initiatives

Membership:

- ✔ Skill Up
- ✔ Level Up
- ✔ Lead Up

During this workshop, participants will:

- Learn to diagnose their own and their direct reports' biggest time management challenges.
- Test out and discuss a wide range of tools and techniques for improving time awareness, prioritization, organization, and focus, even when working remotely or during times of change. Tools include: time audits, calendar blocking, consistent capture systems, MIT method, quadrant method, bucket method, single-tasking, creating if-thens, pomodoro technique, visual workflows/Kanban.
- Take part in a multitasking experiment to observe the harmful impact of distributed focus.
- Explore the positive and negative productivity habits they are reinforcing on their team.
- Understand the psychology behind our biggest productivity challenges and needs.
- Practice using coaching questions to align on priorities with their direct reports.
- Discuss ways that they will incorporate what they learned during this workshop into their workflow in the week ahead.

After this workshop, participants will:

- Diagnose their direct reports' time management and productivity challenges, including how to help direct reports optimize their own workflow in rapidly changing or remote conditions.
- Become skilled productivity coaches.
- Proactively address inefficient team habits.
- Enable positive team habits (such as modeling time integrity, creating a closed loop culture, and using a visual workflow).

