

# FOCUS

| EFFECTIVE TIME MANAGEMENT



**FOCUS ON AND EXECUTE YOUR TOP PRIORITIES.**

## OUTCOMES

- Stay focused and effective with a reliable planning system that focuses on value-aligned time management and integrates various productivity tools.
- Apply a planning process that gets better results based on execution and priorities.
- Reduce stress by recognizing and eliminating distractions, low-priority activities, and competing demands on your time.
- Achieve balance and renewal, avoiding burnout and frustration.

“When your daily activities are in concert with your highest priorities, you have a credible claim to inner peace.”

– Hyrum Smith, co-founder  
of FranklinCovey

## ARE YOUR EMPLOYEES ABLE TO CLARIFY, FOCUS ON, AND EXECUTE THEIR HIGHEST PERSONAL AND PROFESSIONAL PRIORITIES?

More often than not, individuals' top priorities, especially those grounded in values, aspirations, and professional objectives, are obscured by competing demands on their time and attention. Staying focused on the highest priorities in a busy and complex world is a challenging requirement.

When effort isn't aligned with an individual's top, value-based priorities, it becomes increasingly easy to keep busy with unimportant things. Even modern-day technologies, intended to liberate individuals, often trap them in an onslaught of information and clutter. As a result, rather than responding proactively to the highest priorities and what is truly important, employees often become distracted and feel pressured to react to situations perceived as urgent.

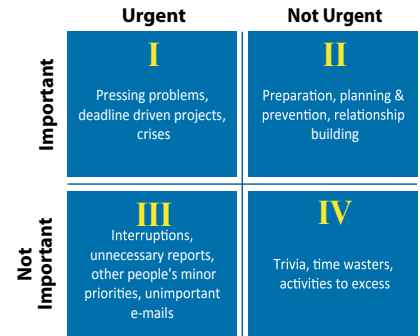
## FOCUS: EFFECTIVE TIME MANAGEMENT

This one-day, facilitator-led workshop teaches productivity and time management skills. This powerful training helps employees clarify, focus on, and execute their highest priorities. This workshop includes a FranklinCovey planning system that helps participants integrate their planner, PDA, or other productivity tools.

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**WHAT YOU LEARN**

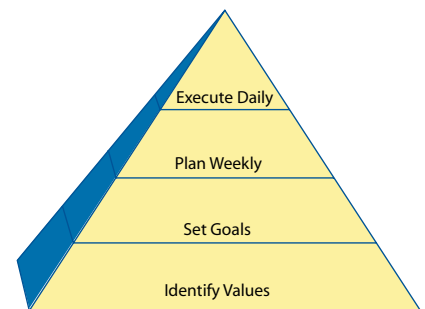
- FranklinCovey’s world famous time management principles
- Mastering the skills of planning your weeks and organizing your days so your time is spent on the things that really matter
- Clearly defining your goals and breaking them down into key tasks
- Ability to reduce stress by eliminating unnecessary activities
- Skills for mastering information management with a proven planning system
- How to balance work and life priorities



**The Time Matrix™**

**THE PRODUCTIVITY PYRAMID**

There are four steps to focusing your time on what you value most and what you want to accomplish. These steps will help you establish an enduring, values-based foundation for everything you do.



**Productivity Pyramid**

| CORE COMPETENCIES  | PERFORMANCE IMPACT   |
|--|--|
| <b>Focusing Energy</b>   |  |
| <ul style="list-style-type: none"> <li>• Values clarification</li> <li>• Goal setting</li> <li>• Alignment to key priorities</li> <li>• Outcome focused</li> </ul>   | <ul style="list-style-type: none"> <li>• Focus on the truly important rather than the merely urgent</li> <li>• Clarify key objectives of the organization or workgroup</li> <li>• Describe how personal work goals align to organizational mission</li> <li>• Set personal goals that align with personal / organizational values</li> <li>• Identify organizational / personal misalignments with business goals</li> </ul> |
| <b>Achieving Results</b>   |  |
| <ul style="list-style-type: none"> <li>• Executing strategy</li> <li>• Defining enabling tasks</li> <li>• Eliminating low priorities</li> <li>• Prioritizing tasks and activities</li> <li>• Using planning tools</li> <li>• Managing information</li> </ul> | <ul style="list-style-type: none"> <li>• Break down goals into key tasks and priorities</li> <li>• Ensure tasks are aligned with objectives</li> <li>• Eliminate low-priority activities to free up time for what is important</li> <li>• Integrate planning tools (PDA, planner, MS Outlook, etc.)</li> <li>• Manage information for better personal effectiveness</li> </ul>   |
| <b>Personal &amp; Professional Balance</b>   |  |
| <ul style="list-style-type: none"> <li>• Achieving life balance</li> <li>• Practicing self renewal</li> </ul>  | <ul style="list-style-type: none"> <li>• Define key roles and responsibilities for each role</li> <li>• Make commitments to renew personal productive capacity</li> </ul>  |

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PROGRAM SCHEDULE

8.00 a.m. - 8.30 a.m.

Registration

8.30 a.m. - 5.30 p.m.

Introduction

The Time Matrix

Franklin Planner

The Productivity Pyramid

- Identify Values

- Set Goals

- Plan Weekly

- Execute Daily

My Planning System

Keeping Your Focus

Roadmap Review and Conclusion

Coffee Breaks: 10:15 - 10:30 a.m. and 3:00 - 3:15 p.m.

Lunch Break: 12:00 - 1:00 p.m.

For more information, contact

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