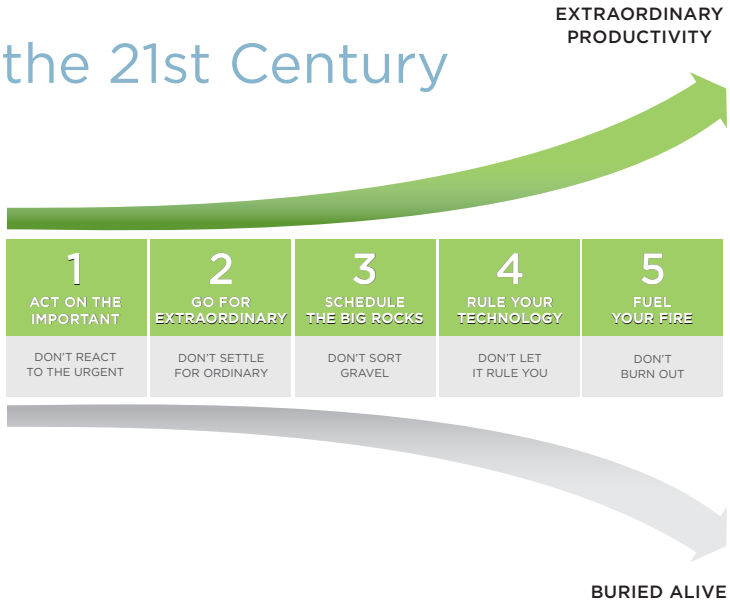
THE 5 CHOICES® to extraordinary productivity

One-Day Essentials

Time Management for the 21st Century

The 5 Choices Essentials helps increase the productivity of individuals, teams, and organizations. Participants understand how to make more selective, high-impact choices about where to invest their valuable attention, energy, and time.



1	**ACT ON THE IMPORTANT** don't react to the urgent	In today's world, people are drowning in email, overwhelmed with demands, and trying to do more with less. *5 Choices* participants explore how to filter vitally important priorities from distractions so they can make a real contribution.
2	**GO FOR EXTRAORDINARY** don't settle for ordinary	Everyone wants to make a difference, but competing priorities often prevent them from achieving extraordinary results. 5 Choices participants learn to structure their roles in terms of extraordinary results to achieve high-priority goals..
3	**SCHEDULE THE BIG ROCKS** don't sort gravel	The crushing increase in workday pressures can make people feel helpless and out of control. *5 Choices* participants learn the planning systems that lead to extraordinary outcomes
4	**RULE YOUR TECHNOLOGY** don't let it rule you	An electronic avalanche of email, texts, and social-media alerts seriously threaten productivity as never before. *5 Choices* participants will understand how to optimize platforms like Microsoft® Outlook® to boost productivity.
5	**FUEL YOUR FIRE** don't burn out	Today's exhausting, high-pressure work environment burns people out at an alarming rate. Participants benefit from the latest neuroscience around the Five Energy Drivers to consistently recharge mental and physical energy.

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CHALLENGE

The workplace is an unprecedented minefield of constant demands from other people, technology, and a nonstop workday. We are forced to make critical decisions under pressure, creating a personal energy crisis that prevents us from thinking clearly and achieving extraordinary results. To succeed in this new work world, we need to learn how to make good decisions, focus our attention, and sustain high energy day in and day out.

SOLUTION

The *5 Choices Essentials* one-day work session helps you make five fundamental choices that dramatically increase your ability to focus on your most important outcomes. In just one day, you'll learn how to reclaim attention, time, and energy. Discover how to balance your most important roles and goals. Learn how to turn programs like Outlook® into productivity tools. Work with peers to understand brain health and identify best practices to experience renewed, lasting energy. *The 5 Choices Essentials* is available both as online and traditional classroom training.

PROGRAM SCHEDULE

08:30 a.m. **Registration**

09:00 a.m. - 05:00 p.m. **Foundation : Become Extraordinary**

Choice 1 : Act on the Important

- Discern Importance
- Create Q2 Culture

Choice 2 : Go for the Extraordinary

- Identify Key Roles in Your Life
- Write Q2 Role Statements
- Set Q2 Goals

Choice 3 : Schedule the Big Rocks

- Q2 Planning
- Q2 Weekly Planning
- Q2 Daily Planning

Speed Review

Choice 4 : Rule your Technology

- Design a system to manage the Core 4
- Make 3 Master Moves
- Productivity Accelerators

Choice 5 : Fuel Your Fire

- Energy Crisis
- Move, Eat, Relax, Sleep, Connect

Conclusion

Coffee Breaks: 10:15 - 10:30 a.m. and 03:00 - 03:15 p.m.

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

For more information, please call 0 2728 0200.

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