PILLAR: PRODUCTIVITY

Time and Task Management for Busy People

Module 1
Performance With Purpose

Clarity about the requirements of a job and the direction of an organization empowers employees to recognize those tasks that are crucial to their roles.

- Relate organizational intelligence to finding purpose in your job
- Explain the impact of abilities, strengths, intelligence and knowledge in day-to-day behaviors
- Discuss how competencies are related to role management

Module 2
Responding to Urgency

Develop a system to recognize crucial tasks and identify essential actions before they become urgent situations.

- Identify where urgency arises within your organization
- Relate urgency using reliability, credibility, quality and compliance
- Discuss techniques to increase productivity and regain control during a crisis
Module 3
Making Quality and Timely Decisions

Making quality decisions means obtaining the clarity and data to objectively evaluate possible solutions.

- Recognize what situations require impulsive decision making
- Identify the important steps to clearly define an issue
- Describe and evaluate potential solutions to a problem

Module 4
Needs-based Time Management

Effective time management isn’t about controlling time; it’s about managing how time is invested.

- Discuss techniques for setting relevant, achievable goals
- Identify the most desired qualities of a personal organization tool
- Recognize the benefits of focus, energy and willpower over procrastination

Module 5
Manage Attention and Limit Interruption

Attention management training teaches the ability to control distractions, focus on single tasks for higher-quality results and engage in sustained attention when necessary.

- Identify how to use background tasking to avoid inefficiently switching between tasks
- Recognize the behavioral changes that contribute to the interruption loop
- Discuss a strategy to limit interruptions

Module 6
Inspire Creativity With a Positive Attitude

Competencies associated with emotional intelligence, social intelligence and positive intelligence improve how we manage time and tasks.

- Discuss ways to apply innovative thinking throughout the day to inspire creativity and motivation
- Describe techniques for increasing optimism and life satisfaction
- Recognize the difference between habitual tasks and effective actions