

# Productive Work Habits for Highly Productive People

In spite of what some people may think, productivity is rarely about quantity. It's usually more about quality. It's about doing the right task – at the right time. In other words, **it's about recognizing what to do when**. And, as most everyone has experienced, sometimes that's easier said than done. As Paul J. Meyer, the founder of Success Motivation International states,

“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”

This **4-hour program** is designed to be the go-to source to improve personal productivity, and to better understand this often challenging aspect of work and life. Participants will discover ways to get organized, become successful at managing time, learn ways to work more effectively with colleagues, and even create a better work-life balance.

## This session will help participants to:

- Recognize the difference between true productivity and “fake” productivity
- Prioritize their daily work based on key results
- Improve their ability to focus
- Eliminate habits that detract from their personal productivity
- Work effectively with others to accomplish more
- Cultivate *nine habits* that can help to increase productivity

\$95, Competency: Self-Direction

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