

The 5 Choices to Extraordinary Productivity™

A FranklinCovey Workshop



Description

The barrage of information coming at us from multiple sources, coupled with the demands of our careers and personal lives, are overwhelming and distracting. The volume of information threatens our ability to think clearly and make wise decisions about what's important. If we react to these stimuli without clear discernment, we fail to accomplish the goals that matter most in our professional and personal lives.

This workshop will provide a process that will increase your ability to achieve your most important outcomes. Supported by science and years of experience, this solution produces opportunities for increased productivity and a renewed sense of engagement and accomplishment.

Objectives

Participants will:

- Make more selective, high-impact choices about where to invest their time, attention and energy.
- Discover how to use Outlook as a productivity tool.
- Reduce and eliminate distractions to their most important goals by learning how to let go of non important and non urgent tasks or requests.
- Demonstrate new processes to accomplish your most important goals.

Benefits

- Focus on your most important goals.
- Accomplishment of goals.
- Integration and oversight of professional and personal goals.
- Reduced frustration and anxiety.
- Feeling of a sense of accomplishment.

Register through the NESSIE Training Tab

<http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1022444>

Please direct all questions to Employee Relations/Human Resources at:

erhr@uillinois.edu, 217-333-2600 or 312-996-5130