

SCIENCE OF PRODUCTIVITY:

EFFECTIVE PLANNING & PRIORITIZING USING CUTTING EDGE STRATEGIES

The Science of Productivity: Effective Planning & Prioritizing Using Cutting Edge Strategies is a practical, comprehensive one-day course that takes a fresh look at workplace behaviour and habits. The end results will be smarter work, clearer perspective, greater focus and renewed energy to accomplish goals. Ideal for individuals as well as existing teams of all types including senior executives, departmental teams, project and sales personnel, account managers and business partner forums.

SESSION I:

Define and Specify:

developing a simple, smart, targeted plan for introducing real-world efficiency practices into working life.

Participants will:

- Understand where current planning/prioritizing strategies fail
- Learn alternatives to "keeping it all in your head" and the resulting stress it creates.
- Get serious about applying energy/work balance practices.
- Look at time management practices in seven working areas: distraction, multitasking, delegation, organization, workflow, procrastination and recovery.
- Develop a immediately applicable plan of implementation in a manner encouraging new habits, positive results, and permanent change
- Become excited by the practical application of tactics to streamline workflow and make room for life outside of work.



SESSION: II

Insight and Action:

directed work on the relationship between personal energy and effective use of time.

Participants will:

- Explore ways to train the brain to focus more effectively and for longer periods of time.
- Learn the most recent science supporting effective work organization and its relationship to maximum productivity, achievement, and energy management in the workplace and at home.
- Integrate stress management practices into daily activities.
- Understand why cutting edge workflow strategies must accompany stress management practices in order for both to succeed.
- Feel encouraged and excited about applying these processes and concepts in daily life at work and at home.

COURSE GOALS

Participants will understand how their current workflow methods can actually drain energy and focus. They'll learn real-world strategies to maximize time and energy, identifying action items which will make substantial differences in how they juggle work, responsibilities, and recovery time. Essential to the successful implementation of these processes, participants will also learn how manage stress and pressure in ways that build energy reserves. Optional: 10-minute "relaxation response" demo.

It is Einblau's aim to provide clients with soft skills training that gets results. This course material can be immediately applied on the job.

How many great ideas have you shelved because other priorities took precedence, you couldn't find the time, or you simply tried and failed?

*There's a big gap between what "should" work and what works in real life. **Science of Productivity** demystifies the process and, using the latest behaviour science research, presents a no-nonsense approach you can customize for yourself and your staff.*

Whether its managerial skills, communication improvements, or workplace efficiency practices, this course will teach you how change really works, how to engage it effectively, and the necessary steps to make it stick.

REINFORCEMENT SESSIONS

Science of Productivity reinforcement is available to course participants in the form of on-site, customized meetings covering topics such as:

- What to do when you fall off the **Science of Productivity** wagon
- Applying course learning to managerial and supervisory positions
- The biological fallout of negative self-talk and how to deal with it
- Walking the cow trail of permanent change without giving up
- Dealing with resistance and hard-to-change habit patterns

INCLUSIONS

A full day of training (or 2 half-day sessions), location and scheduling determined by the client.

Course includes:

- Expert small-group instruction particularly relevant to knowledge working environments such as technical, medical, financial and engineering.
- Course materials
 - The **Science of Productivity I & II** workbook, guided notes, and support documentation
 - An entertaining, focus-enhancing keepsake customized with the company logo.

NOTE: We pride ourselves on teaching material that has staying power long after the session concludes. For this reason we specialize in working with small groups where participants can receive individual attention. **Science of Productivity** sessions run best with a minimum of 12 participants and a maximum of 20.

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THE INSTRUCTOR



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Dawn is an author and senior consultant with Einblau & Associates focusing on team strategies, communication skills, workflow and personal information efficiency, and stress management. Her counsel is research based, targeted toward engineers, CPAs and other knowledge workers. She is a Strength Deployment Inventory (SDI) facilitator and Coaching for Commitment (CFC) trainer. Dawn began her career as a software engineer on satellite-to-submarine communications, later publishing several books. She specializes in working with those who look askance at soft skills training. Her communication style is contemporary, persuasive, entertaining, and grounded in practical application. In her spare time she enjoys sea kayaking and tai chi.

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