

# Personal Productivity Tools



## Execution

Did I like this learning experience?

Did I learn anything meaningful?

Am I doing anything with what I learned?

Is it making a difference?



1-888-823-1646

[www.learningpointgroup.com](http://www.learningpointgroup.com)



All rights by law are reserved to Learning Point Group.

Unauthorized reproduction and distribution of these materials in any form, without written permission from Learning Point Group, is prohibited.

© Copyright 2016 Learning Point Group. All rights reserved.

Learning Point Group. 1-888-823-1646  
[www.learningpointgroup.com](http://www.learningpointgroup.com)



# Personal Productivity

## Roadmap



Session	Key Actions	Tools
<b>1</b> Overview	<ul style="list-style-type: none"> <li>a. Learn the process.</li> <li>b. Make the commitment to Learn, Do, Check.</li> </ul>	Personal Productivity Roadmap
<b>2</b> Clarity	<ul style="list-style-type: none"> <li>a. Know your vision, values, and philosophy.</li> <li>b. Align yourself with who and what matters most.</li> <li>c. Set and use SMART goals.</li> <li>d. Hold focus discussions.</li> </ul>	Create Focus Worksheet SMART Goals Worksheet Focus Discussion Worksheet
<b>3</b> Accountability	<ul style="list-style-type: none"> <li>a. Assess, discuss, and apply accountability to your role.</li> <li>b. Use Weekly Stewardship Reports to account for what matters most.</li> </ul>	Accountability Framework Weekly Stewardship Report
<b>4</b> Workflow	<ul style="list-style-type: none"> <li>a. Define your current “as is” workflow process.</li> <li>b. Identify improvements to your workflow.</li> <li>c. Implement the improved workflow process.</li> </ul>	Workflow “As Is” Worksheet Workflow “Improved” Worksheet
<b>5</b> Workspace	<ul style="list-style-type: none"> <li>a. Assess your current workspace.</li> <li>b. Identify improvements to your workspace.</li> <li>c. Implement and sustain the improvements.</li> </ul>	5S Assessment Workspace Map
<b>6</b> Worktime	<ul style="list-style-type: none"> <li>a. Analyze your use of time.</li> <li>b. Structure your time.</li> <li>c. Plan your week.</li> <li>d. Manage the moment.</li> </ul>	Time Analysis Worksheet Time Structure Worksheet Weekly Plan Template Task Analysis Worksheet



# Personal Productivity

## Accountability

<b>Session</b>	<b>What have I done, or will I do, based on what I have learned?</b>	<b>How will that benefit my organization, my team, and myself?</b>
<b>2</b> Clarity		
<b>3</b> Accountability		
<b>4</b> Workflow		
<b>5</b> Workspace		
<b>6</b> Worktime		



# Plan, Do, Check, Act

Continuous Improvement Process



**G** = \_\_\_\_\_

**P** = \_\_\_\_\_

**D** = \_\_\_\_\_

**C** = \_\_\_\_\_

**A** = \_\_\_\_\_

**S** = \_\_\_\_\_

