

# Personal Productivity Tools



"It's about more than getting lots of stuff done.  
It's also about making sure you get the  
right stuff done and done well."



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# Personal Breakthrough

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If you could improve one specific thing, that would then dramatically increase your productivity, what would it be?

What is the **CURRENT** situation?

What is the **DESIRED** situation?



What is the biggest **ROADBLOCK** to achieving that breakthrough?

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# Personal Productivity

## Overview

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# 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

# Virtual Series Schedule



