

# effective personal productivity

This programme will help you to:

- 📱 increase productivity
- 📱 identify high payoff activities
- 📱 deal with interruptions
- 📱 enhance employee attitudes
- 📱 overcome self-limiting obstacles
- 📱 tackle key challenges
- 📱 increase self-motivation
- 📱 develop work teams
- 📱 improve efficiency
- 📱 communicate effectively



The Effective Personal Productivity programme is designed for those with existing management responsibilities, from first line managers to senior directors, who also want to develop as an individual, achieve goals and enjoy greater success.

Through a goal setting process, participants learn how to improve communication, time management, delegate while empowering others, and increase team productivity. The methods and techniques taught are a valuable resource for developing existing skills and reinforcing productive attitudes.

The programme specialises in helping individuals improve their personal organisation, effectiveness, and take control of their everyday lives.

During coaching each participant will discover the benefits of utilising the unique LMI® process of gradual change over time, spaced repetition and multi sensory learning to guarantee new, effective practices that last a lifetime.

To learn more about LMI-UK and the full range of programmes, workshops and services we offer, contact:

Leadership Management® UK

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# programme content

## Programme benefits:

- 📱 prioritise effectively
- 📱 enrich personal growth
- 📱 inspire self confidence
- 📱 improve personal organisation
- 📱 manage time effectively
- 📱 learn to delegate
- 📱 set business and personal
- 📱 goals

Lesson one 📱	The nature of productivity
Lesson two 📱 📱	Goals achievement through time management
Lesson three 📱 📱	Increasing productivity through controlling priorities
Lesson four 📱 📱	Improving productivity through communication
Lesson five 📱	Empowering the team
Lesson six 📱	Increasing productivity of the team

All lesson materials are provided in written and audio format, and include a Plan of Action.