















Increase Your Productivity – I.G.N.I.T.E. Your Performance 6 class – webinar series

Benefits of Class

-  Increased focus
-  Increased productivity
-  Increased control over workload
-  Reduced stress
-  Reduced chaos
-  Reduced frustration









Class #1 -Insight

-  *Mindset*
-  *What's Working*
-  *What's not Working*
-  *What can we control*
-  *Permission*
-  *The "What" Process*

Handouts:

- *Brain Dump*
- *What's Working*
- *What's Not Working*
- *5 Steps to Habit Change*
- *The "What" process*

Class #2- Get Organized

-  *Myths of Getting Organized*
-  *4 Types of Clutter*
-  *Incoming Items*
-  *5 Decisions*
-  *Discarding Questions*
-  *Tickler File*
-  *3 Step Organizing Process*
-  *Delegation*








-  *Project Management*
-  *The "What" Process*

Handouts:

- *5 Decisions*
- *Discarding Questions*
- *Organizing Project worksheet*
- *Tickler file labels*
- *Project management worksheet*
- *The "What" process*





Class #3 – Natural Productivity Style

-  *Natural Productivity Style*
-  *Procrastination*
-  *Lack of Direction*
-  *4 Steps to clear direction*
-  *The "What" Process*

Handouts:

- *Procrastination Quiz*
- *Procrastination Tip Sheet*
- *Math Quiz*
- *The "What" Process*

Class #4 Interruptions


-  *Important vs. Urgency*
-  *Interruption tips*
-  *Meetings*
-  *The "What" Process*

Handouts:

- *Interruption sheet*
- *Interruption Tip Sheet*
- *Meeting Worksheet*
- *The "What" Process*









Class #5 – Take Action – Time Management

-  *KISS Process*
-  *Where's the time go*
-  *Planning*
-  *80/20 Rule*
-  *Tip of the Day*
-  *To-Do List*
-  *Time Blocking*
-  *Social Media*
-  *The "What" Process*



Handouts:

- *Time Management Tips*
- *Weekly Time Log*
- *Social Media Planner*
- *Time Blocking – Calendar examples*
- *The "What" Process*

Class #6 – Evaluate

-  *Evaluate what to take off your plate*
-  *Review of prior classes*
-  *What's working*
-  *What's getting in the way*
-  *What still needs to change*
-  *Action Steps*

Handouts:

-  *Best use of my time checklist*
-  *Action Step worksheet*