

# Extraordinary Productivity Through Turbulent Times

1 Day Live-Online

## CHALLENGE

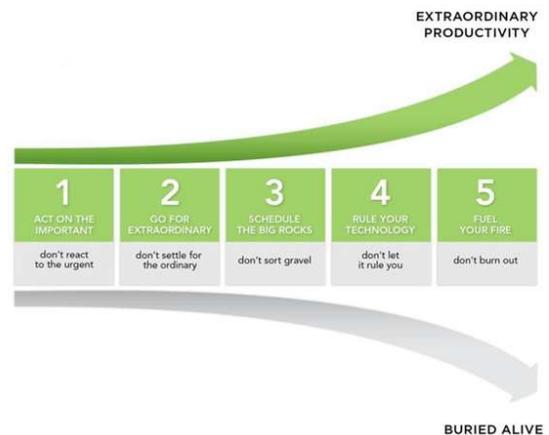
The barrage of information coming at us from multiple sources (e.g., texts, email, tweets, blogs, and alerts), coupled with the demands of our careers, are overwhelming and distracting. The sheer volume of information threatens our ability to think clearly and make wise decisions about what's important. And the current situation is making it even more challenging to balance work and personal life.

**How can you make the right decisions to achieve results during such challenging times?**

## SOLUTION

Learn *The 5 Choices<sup>®</sup> to Extraordinary Productivity* - a process that will dramatically increase your ability to achieve your most important outcomes. Learn how to make more selective, high-impact choices about where to invest your valuable time, attention, and energy.

Supported by science and years of experience, this session provides the mindset, skillset and the toolset that you can implement to get your highest-quality work done and achieve work-life balance.



1

**ACT ON THE IMPORTANT**  
don't react to the urgent

People are drowning in email, overwhelmed with demands, and trying to do more with less. You learn to filter the vitally important priorities from distractions so you can focus on making a real contribution.

2

**GO FOR EXTRAORDINARY**  
don't settle for ordinary

Competing priorities often prevent them from achieving extraordinary results. Learn to redefine your roles in terms of extraordinary results to achieve high-priority goals.

3

**SCHEDULE THE BIG ROCKS**  
don't sort gravel

The crushing increase in workday pressures during these challenging times can make people feel helpless and out of control. Learn to regain control of your work and life through a cadence of planning and execution that produces extraordinary outcomes.

4

**RULE YOUR TECHNOLOGY**  
don't let it rule you

An electronic avalanche of email, texts, and social-media alerts continue to threaten productivity. Learn to leverage technology and fend off distractions by optimizing platforms like Microsoft<sup>®</sup> Outlook<sup>®</sup> to boost productivity.

5

**FUEL YOUR FIRE**  
don't burn out

Learn to identify energy drains and best-practice gains to minimise burnout. And you will learn how to recharge your mental and physical energy.

For more information, please contact Franklin Covey Singapore at (65) 6819 9400 or email to [info@franklincovey.com.sg](mailto:info@franklincovey.com.sg).

**Time: 9am to 3pm** (There will be 3 sessions in a day and each session is about 90minutes)  
**Program Fee: S\$550.00 per pax** (\*Prevailing 7% GST applies)

If you are interested, you may click on <https://snef.org.sg/digitalllearning/> to register!



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