

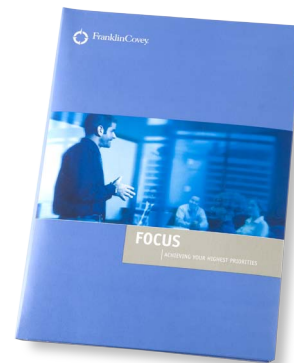
# FOCUS

ACHIEVING YOUR HIGHEST PRIORITIES™



FOCUS ON AND EXECUTE YOUR TOP PRIORITIES

## FOCUS: Achieving Your Highest Priorities™



“When your daily activities are in concert with your highest priorities, you have a credible claim to inner peace.”

—Hyrum Smith, co-founder  
FranklinCovey

### ▶ OUTCOMES

#### FranklinCovey's *FOCUS: Achieving Your Highest Priorities*

1. Stay focused and effective with a reliable planning system that focuses on value-aligned time management and integrates various productivity tools.
2. Apply a planning process that gets better results based on execution and priorities.
3. Reduce stress by recognizing and eliminating distractions, low-priority activities, and competing demands on your time.
4. Achieve balance and renewal, avoiding burnout and frustration.

### Challenge:

Are your employees able to clarify, focus on, and execute their highest personal and professional priorities?

More often than not, individuals' top priorities, especially those grounded in values, aspirations, and professional objectives, are obscured by competing demands on their time and attention. Staying focused on the highest priorities in a busy and complex world is a challenging requirement.

## When Effort Isn't Aligned With Priorities

What is the optimal balance between working hard and working smart? When effort isn't aligned with an individual's top, value-based priorities, it becomes increasingly easy to keep busy with unimportant things. Even modern-day technologies, intended to liberate individuals, often trap them in an onslaught of information and clutter. As a result, rather than responding proactively to the highest priorities and what is truly important, employees often become distracted and feel pressure to react to situations perceived as urgent.

## The Solution:

### **FOCUS: Achieving Your Highest Priorities**

This one-day, facilitator-led workshop teaches productivity and time-management skills. This powerful training, based on FranklinCovey's world-renowned time-management principles, helps employees clarify, focus on, and execute their highest priorities.

This workshop includes:

- A FranklinCovey Planning System designed to integrate a FranklinCovey planner, PDAs, and other productivity tools.
- Technological best practices to help participants manage the onslaught of information.
- A goal-setting process to help participants become—and remain—more focused on top priorities.
- A FOCUS Assessment to personalize the workshop content and measure personal productivity improvement.
- A FranklinCovey resource CD-ROM, which provides an interactive tool for designing a custom planning system.

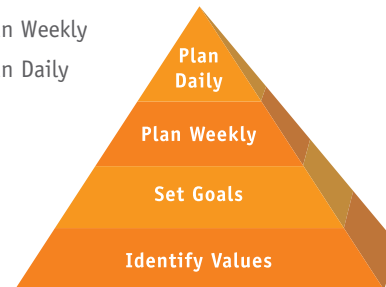
## What You Learn

- FranklinCovey's world famous time management principles
- Master the skills of planning your weeks and organizing your days so your time is spent on tasks that really matter
- How to clearly define your goals and break them down into key tasks
- The ability to reduce stress by eliminating unnecessary activities
- Skills for mastering information management with a proven planning system
- How to balance work and life priorities

### **The Productivity Pyramid**

There are four steps to focusing your time on what you value most and what you want to accomplish. These steps will help you establish an enduring, values-based foundation for everything you do.

1. Identify Values
2. Set Goals
3. Plan Weekly
4. Plan Daily



### **Three Steps to Weekly Planning**

1. Review roles.
2. Choose big rocks.
3. Schedule the week.

### **Three Steps to Daily Planning**

1. Check today's appointments.
2. Make a realistic list.
3. Prioritize (ABC, 123).

*This workshop is also available with specific focus on Microsoft® Outlook® or IBM® Lotus Notes®.*

## Help every individual in your organization focus and execute on your top priorities.

For more information about FOCUS: Achieving Your Highest Priorities™, contact your FranklinCovey Client Partner or call +91 124 478 2222 to be put in touch with someone in your local area who can answer any questions.