

FOCUS

| ACHIEVING YOUR HIGHEST PRIORITIES™



FOCUS ON AND EXECUTE YOUR TOP PRIORITIES

FOCUS: Achieving Your Highest Priorities—IBM® Lotus Notes® Edition



“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—IBM® Lotus Notes® Edition*

1. Individuals stay focused and effective by integrating Lotus Notes and other productivity tools.
2. Individuals apply a planning process that gets better business results based on execution and priorities.
3. Individuals reduce stress by recognizing and eliminating distractions and low-priority activities.
4. Individuals achieve balance and renewal, avoiding burnout and frustration.

Challenge:

Do your employees stay focused and effective by managing their productivity tools, or do their productivity tools manage them?

Technology and productivity tools have become an integral part of our personal and professional lives. E-mail, voicemail, instant messages, even paper planners have all revolutionized our communication and work, but they can also become burdens if not organized and managed well. Staying focused in a noisy and complex technological world is a challenging requirement.

When Productivity Tools Become Distractions

It has become a paradoxical fact that the 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 “live in their in-boxes,” become distracted, and feel pressure to react to situations perceived as urgent.

The Solution:

FOCUS: Achieving Your Highest Priorities— Lotus Notes Edition

This a one-day, facilitator-led workshop teaches productivity skills integrated with IBM Lotus Notes. This powerful training helps employees clarify, focus on, and execute their highest priorities.

This workshop includes:

- Step-by-step instructions on using the top Lotus Notes features for increasing professional effectiveness.
- 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 Rescue Guide for IBM Lotus Notes to make productivity skills portable.

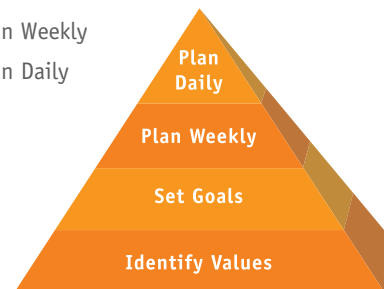
What You Learn

- Stay focused every day with a reliable planning system that integrates IBM Lotus Notes, paper, and PDA-type productivity tools.
- Gain control of competing demands on time — email, voice mail, meetings, and interruptions.
- Apply a planning process that gets better business results based on execution and priorities.
- Use IBM Lotus Notes productivity features to increase effectiveness.
- Achieve balance and renewal, avoiding burnout and frustration.
- Reduce stress by recognizing and eliminating low-priority activities and distractions.

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).

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

For more information about *FOCUS: Achieving Your Highest Priorities—IBM® Lotus Notes® Edition*, 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.