



## FOCUS: Achieving Your Highest Priorities™

Workshop Timeline	Core Competencies
Pre work	<ul style="list-style-type: none"> <li>• Complete the FOCUS on line pre assessment, print out results to take to the workshop.</li> </ul>
<p style="text-align: center;">Morning The Time Matrix, Productivity Pyramid</p>	<ul style="list-style-type: none"> <li>• Understand the difference between urgent and important.</li> <li>• Diagnose how productively you spend your time.</li> <li>• Identify high-leverage activities—increase balance and productivity.</li> <li>• Minimize and effectively manage crisis.</li> <li>• Eliminate time wasters and other low priorities.</li> <li>• Learn to say no to irrelevant and unimportant activities.</li> <li>• Understand the power of focus.</li> <li>• Identify your governing values.</li> <li>• Learn a goal-setting process to set personal and professional goals.</li> <li>• Implement a three-step weekly planning process.</li> <li>• Build self-renewal into your life.</li> <li>• Find balance between personal and professional demands.</li> <li>• Understand how quality relationships drive high-quality results.</li> <li>• Implement a three-step daily planning process.</li> </ul>
<p style="text-align: center;">Afternoon My Planning System</p>	<ul style="list-style-type: none"> <li>• Understand the three keys to an effective planning system: integration, mobility, and personalization.</li> <li>• Design a plan for integrating multiple planning tools—electronic and paper.</li> <li>• Learn best practices for e-mail, voice# mail, interruptions, and procrastination.</li> <li>• Use a filtering system to effectively manage incoming information.</li> </ul>
<p style="text-align: center;">Post work</p>	<ul style="list-style-type: none"> <li>• Complete the FOCUS on line assessment.</li> <li>• Use the Franklin Covey Planning System.</li> <li>• Reference the portable job aids.</li> <li>• Use the Resource CD.</li> <li>• Write a 21-day letter.</li> <li>• Use the follow-up Rapid Performance Modules to enhance learning.</li> </ul>

For more information about FranklinCovey's FOCUS: Achieving Your Highest Priorities™ Workshop, contact your Client Partner or call +91 124 4782222 to be put in touch with someone in your local area.

## Continuing Education Credits

<b>Timing</b>	1 day
<b>Program Level</b>	Basic
<b>Prerequisites</b>	None
<b>Pre-Work</b>	FOCUS Pre-Assessment (optional)
<b>Delivery Method</b>	Group / Live
<b>CPE / CEU credits</b>	7 hours CPE / 6 Contract hours / .6CEU

### 100% Satisfaction Guaranteed

We stand behind our solutions. We will happily give you a full refund, credit, or exchange when you return any FranklinCovey purchase within 30 days. Original receipt required. All FranklinCovey products carry an unconditional guarantee against any defect in craftsmanship for one full year. (Due to the nature of software and electronic devices, other conditions apply.)

### Cancellation & Refund Policy

- You may, at any time prior to 14 days before your seminar (not including the day of the seminar) cancel your registration and receive a full refund.
- Within 14 days of the seminar, FranklinCovey will not issue a refund. However, you can reschedule for a future seminar at no cost or receive a credit towards an undetermined seminar to be utilized within one year.
- Participants contacting FranklinCovey after the workshop has been completed will be charged a re-registration fee of \$25 to transfer to a future seminar. Please be aware, if you cannot attend the seminar and fail to give proper notification prior to your seminar date you will forfeit your entire seminar fee.



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