



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

Workshop Timeline	Core Competencies	Participants will be able to:
<p>Morning Begin With the End in Mind®</p>	<ul style="list-style-type: none"> • Developing vision. • Establishing/clarifying values. • Setting personal/professional goals. • Aligning goals to mission-critical priorities. • Focusing on outcomes. • Becoming engaged. 	<ul style="list-style-type: none"> • Explain the process for focusing on the truly important rather than the merely urgent. • Explain how to develop personal/professional values. • Clarify key objectives of the organization or team/workgroup. • Describe how personal work goals align to an organizational mission. • Explain how to set personal goals that align with personal/organizational values. • Identify organizational/personal misalignments with business goals.
<p>Morning/Afternoon Put First Things First®</p>	<ul style="list-style-type: none"> • Executing strategy. • Focusing on important, rather than merely urgent, priorities. • Defining enabling tasks to achieve key goals. • Eliminating low priorities • Prioritizing tasks. • Using planning tools. • Managing information. 	<ul style="list-style-type: none"> • Break down most important work goals into key tasks. • Assign priorities to key tasks. • Ensure that key tasks connect to organizational goals and mission. • Prioritize work on a weekly and a daily basis. • Ensure that tasks serve both long and short-term goals. • Eliminate low-priority activities to free up time to focus on most important goals and tasks. • Demonstrate how to integrate and use planning tools (paper and electronic) to increase efficiency. • Demonstrate a process for managing information (e-mail, voice mail, etc.) necessary to personal effectiveness.
<p>Afternoon Sharpen the Saw®</p>	<ul style="list-style-type: none"> • Achieving life balance. • Practicing self-renewal. 	<ul style="list-style-type: none"> • Explain how to balance work and life priorities. • Define key roles and responsibilities that flow from these roles. • Make commitments to renew individual productive capacity.

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

Continuing Education Credits

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

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- 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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