



*Arizona Innovative Solutions Group
(Arizona-ISG)*

Focus: Achieving Your Highest Priorities

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Focus: Achieving Your Highest Priorities is the workshop where you learn how to execute critical priorities, increase your value to your organization, and enjoy greater job satisfaction whatever your current responsibility or how stressed and packed you find your daily schedule.

- Focus on the highest priorities.
- Apply a goal-setting process that gets results.
- Stay focused every day with a reliable system to help make the most of your time.
- Achieve balance and renewal in your life so that you can avoid burnout and cycles of frustration.
- Apply technology tips and best practices to manage information.
- Gain control of the competing demands on your time, email, voice mail, meetings, and interruptions.
- Generate self-confidence and renewed energy in your professional and personal life.



Learn How to Stay Focused on the Big Picture and Achieve Your Personal and Professional Goals



FOCUS
ACHIEVING YOUR HIGHEST PRIORITIES

It's not the people who simply get things done who save their organizations. It's the people who never lose sight of the big picture and who know how to focus on the most important goals.

In one day, six powerful techniques will help you learn how to:

• Identify and focus on your top priorities	• Use course prioritization
• Get more of the right things done in less time	• Take control of incoming information
• Set guiding goals	• Renew your enthusiasm
• Manage information better	• Energize and control your days

While at the workshop you'll receive your own Franklin Planner.

Simple to learn, flexible, and proven to work, the Franklin Planner helps you determine how to spend your time and energy, and successfully balance all the demands on your life – personal and professional.

FranklinCovey 



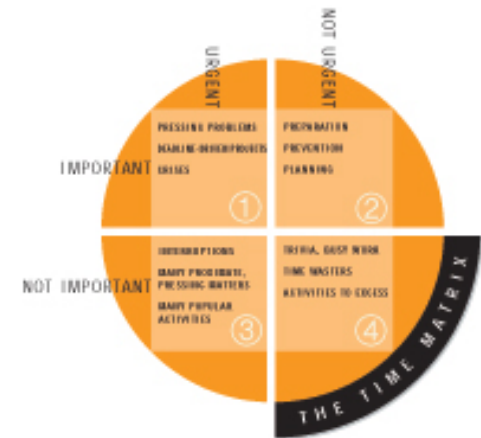
Who Should Attend?

All employees who need to make improvements in their work relationships and effectiveness



What Are The Main Benefits?

- Enhances your abilities to focus on what matters – focus and execute on the highest priorities
- Provides effective time management and life balance process
- Increased productivity and effectiveness
- Helps participants more effectively manage information overload
- Provides key learning around the integration of tools and customizing a system that works



How Does This Workshop Fit With The ELM Model?

- Prepare (before training): Participants experience a seamlessly integrated learning process that starts with a pre-assessment prior to attending the workshop.
- Participate (the workshop): In the workshop, participants experience the powerful content, processes and applications. Participants receive and use a participant guidebook, application tools, and a Franklin planning system. With their new learning, participants are prepared to begin applying and living what they learned.



How Does This Workshop Fit With The ELM Model? Cont'd

- Perform (after the workshop) Participants are encouraged to use the planning system and proven planning process for 21 days to build strong planning habits. Participants have several 21-day assignments including writing a letter, and completing a post-assessment to measure their productivity improvement. They can also reference the many tools that are included with the CD-ROM—tips on planner system integration, PlanPlus 30-day demo, PlanPlus Wizards, the Rapid Performance Module (RPM) and competency matrix, screen savers and much.



Core Competencies

- **Focusing Energy**
 - Developing vision
 - Establishing/clarifying values
 - Setting personal/professional goals
 - Aligning goals to mission-critical priorities
 - Focusing on outcomes
 - Becoming engaged
- **Personal and Professional Balance**
 - Achieving life balance
 - Practicing self renewal



Core Competencies Cont'd

- **Achieving Results**
 - 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



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