



# Effective Personal Productivity

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*“Producing measurable results for  
business and industry since 1966.”*

# EFFECTIVE PERSONAL PRODUCTIVITY

## *Create a high performance organization*

- Communicate more effectively
- Thrive in a learning environment
- Become a team player
- Set goals and achieve results
- Deal with interruptions
- Increase productivity through controlling priorities
- Evaluate attitudes and make productive behavioral changes

### *ONE: The Nature of Productivity*

What is Productivity?  
The Key Resource for Increasing Productivity  
Attitudes Toward Planning and Goal Setting  
Attitudes Toward Other People  
Attitudes Toward External Circumstances  
Attitudes Toward Practices and Procedures  
Attitudes Toward Yourself  
Identifying and Using High Payoff Activities  
Establishing a Base Line for Productivity  
The Rewards of Improving Productivity

### *FOUR: Improving Productivity Through Communication*

Time for Communicating  
Empathy in Communication  
Clarifying with Effective Questions  
Listening for the Total Message  
Tips for Speed Reading  
Writing for Maximum Impact  
Using Technology Efficiently and Effectively  
Communicating with Groups

### *TWO: Goals Achievement Through Time Management*

Your Self-Image  
Personal and Organizational Goals  
How the Goal-Setting Process Works  
The Power of Written Goals  
Finding Time for Planning and Goal Setting  
Tracking and Feedback  
Putting Affirmation and Visualization into Practice

### *FIVE: Empowering the Team*

The Empowerment Imperative  
The Benefits of Empowerment  
The Time of a Leader  
Attitudes - The Heart of Empowerment and Delegation  
Developing Team Players Through Delegation  
Levels of Delegation  
Communication and Delegation

### *THREE: Increasing Productivity Through Controlling Priorities*

Setting Priorities in All Areas of Life  
Dealing with Interruptions  
Coping with Emergencies  
Calendar / Commitment Book  
Drop-in Visitors  
Handling Paper Flow  
Efficient Work Areas  
Managing Communications  
Saying "No"

### *SIX: Increasing Productivity of the Team*

Sharing and Communicating Goals  
Creating a Learning Environment  
Developing and Coaching Self-Directed Work Teams  
Positive Expectancy  
Developing People  
Efficient Procedures  
Productive Meeting Strategies  
Celebrating Your Success  
The Productivity Challenge