



Practice Advancement Program

Productivity Strategies: Sustaining, Expanding and Leading

Course Description

In this course, participants extend their personal productivity system to withstand disruption, support a team, and operate at a leadership level. Expanding on the foundations introduced in Part 2, this course focuses on recovering quickly when a system breaks down, extending workflows to interface with other people's systems, aligning system design to natural working strengths, and planning at an annual and leadership scale.

Through practical exercises and reflective planning, participants will:

- Build a Reset Protocol that shortens recovery time after a disrupted week or season
- Extend a personal system into a shared team workflow without losing its reliability
- Align system design to their own Working Genius and manage productively across others' differences
- Design an annual plan that connects daily execution to long-term goals and leadership responsibilities

By course completion, each member will have a resilient, team ready productivity system, one built to withstand disruption, scale to other people, and support their growth from practitioner to leader.

Course Syllabus

Session 1 – When the System Breaks: Recognizing Setbacks and Building Resilience Into Your System

- Distinguish between a temporary bad week and a genuinely broken system
- Apply a structured Reset Protocol to recover quickly from disruption
- Build ongoing maintenance into a system so it holds up over time
- Anticipate seasonal and cyclical rhythms that predictably strain a system
- Apply habit recovery principles so a single missed day does not become a pattern

Session 2 – The Productivity of People: Extending Your System to Your Team

- Recognize why team productivity introduces different challenges than personal productivity
- Design shared capture and workflow visibility practices a team can rely on
- Manage meetings, interruptions, and attention demands at a team scale
- Treat delegation as a core productivity practice rather than only a management task
- Apply principles of mutual understanding and collaborative agreement to cross-team workflow design

Session 3 – Working Genius in the Productivity Context: Aligning Systems to Strengths

- Understand what the Working Genius model reveals about recurring productivity patterns
- Design a personal system around individual Working Genius rather than against it
- Build a team structure that covers the full productivity cycle across differing geniuses
- Manage productively across Working Genius differences on a team
- Apply synergy principles to combine differing strengths into a stronger collective system

Session 4 – Your Best Year Ever: From Practitioner to Architect

- Design a full year, not just a week, using annual planning frameworks
- Understand the productivity responsibilities unique to leadership roles
- Evaluate technology as a team wide productivity tool rather than only a personal one
- Shift from practitioner of a system to architect of systems for others
- Apply long horizon intentionality and renewal practices at an annual and leadership scale