



Practice Advancement Program

Productivity: Building a Trusted System

Course Description

Most professionals know how to collect information. Far fewer have a trusted system for deciding what matters, organizing commitments, executing focused work and sustaining productivity over time.

In this four-week workshop participants will create a personalized framework for managing projects, prioritizing meaningful work, protecting focus and sustaining productivity over the long term.

Syllabus

Session 1: Designing Your Productivity Operating System

- Understand the characteristics of a trusted productivity system
- Differentiate projects, outcomes, next actions and areas of responsibility
- Conduct a productivity system audit to identify workflow gaps and inefficiencies
- Build a personalized project and task management architecture
- Create project inventories and actionable next-action structures

Session 2: Aligning Work with Goals and Priorities

- Connect daily work to long-term personal and professional objectives
- Apply the GTD Horizons of Focus model to create strategic alignment
- Develop a personal vision framework that guides decision making
- Evaluate commitments against goals, responsibilities and desired outcomes
- Build a prioritization model that balances urgency, importance and impact

Session 3: Deep Work and Focused Execution

- Understand the impact of attention residue, context switching and distraction
- Identify personal productivity leaks and barriers to focused work
- Develop Deep Work rituals and focus strategies
- Align work with energy cycles and peak performance periods
- Create an execution framework for consistently selecting high-value work

Session 4: Sustaining Productivity: Habits, Reviews and Continuous Improvement

- Apply identity-based habit principles to reinforce productive behaviors
- Design daily and weekly routines that support consistent execution

- Build and practice a Weekly Review process that maintains system integrity
- Develop strategies for adapting productivity systems as responsibilities evolve
- Create a 90-day implementation and continuous improvement plan

*PREREQUISITES: This workshop is available to Advantage and Premium members who have completed the Productivity Strategies Part 2 Course.