

# Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

## Prioritizing Your Time Effectively | 2 Days

### Reinforcement Videos

- Habit 3: Put First Things First featuring Stephen Covey
- Priorities: Making Trusted Choices featuring David Allen
- Aligning Vision with Priorities featuring Robert Kaplan
- Effective Leadership: A Process of Continuous Self-Improvement featuring Marty Evans
- The 8th Habit: From Effectiveness to Greatness featuring Stephen Covey
- Build in your Personal Reset Button: The Weekly Review featuring David Allen
- Nurturing Your Own Creative Thinking featuring Gaia Grant
- The Myth of Multitasking featuring Tony Schwartz
- The New Time Management featuring Jurgen Wolff
- Time Management: The Root Cause of Procrastination featuring Dan Ariely
- How to Match Your Time with Your Key Priorities featuring Robert Kaplan
- Avoid Distractions at Work featuring Laura Stack

### Book Summaries

- *Know-How: The 8 Skills That Separate People Who Perform From Those Who Don't* by Ram Charan
- *Creating the Accountable Organization: A Practical Guide to Improve Performance Execution* by Mark Samuel
- *The 8th Habit: From Effectiveness to Greatness* by Stephen R. Covey
- *The Age of Speed: How to Thrive in a More-Faster-Now World* by Vince Poscente
- *Leadership in the Era of Economic Uncertainty: The New Rules for Getting the Right Things Done in Difficult Times* by Ram Charan
- *Predictable Results in Unpredictable Times* by Stephen R. Covey, Bob Whitman and Breck England

### Blueprints

- Time Management Strategies for CEOs: Where to Focus Efforts that Will Have the Most Impact on the Bottom Line of the Company by Paul J. Galeski P.E., David A. Hoeft and R. Edward Howell

### Leader-Led Activities

- Realistic Goals Discussion Guide
- Getting Organized Facilitation Guide
- Strategic Framework Facilitation Guide
- Using a Priority Matrix Facilitation Guide
- Start with Yourself Application Guide

### Self-Assessment

- Realistic Goals
- Value Drivers
- Personality Type
- Getting Organized

### Challenge

- Challenge: Setting and Managing Priorities

### Tools

- Strategic Framework
- Goal Rating
- Leadership Vision and Values
- Discretionary Time
- Priority Matrix
- Priority Disruptions

### Test

- Leadership Advantage Test Yourself: Setting and Managing Priorities

### Core Message

- Leadership Advantage: Setting and Managing Priorities 2.0

### Case Study

- Prioritizing Business Goals
- Personal Values Influence Priorities
- Personalities and Priorities
- Categorizing Priorities

### Key Concept

- Key Concept: A Strategic Framework for Priorities
- Key Concept: Priorities Need Realistic Goals
- Key Concept: Prioritizing Goals
- Key Concept: Start with Yourself
- Key Concept: Personal Values and Priorities
- Key Concept: Personality Types and Priorities
- Key Concept: Priority Management Toolkit
- Key Concept: Decide to Get Organized
- Key Concept: Prioritize Your Tasks
- Key Concept: Minimizing Priority Disruptions

### e-Books

- Make Every Second Count: Time Management Tips and Techniques for More Success with Less Stress
- Time Management Secrets: The Experts Tell All
- Time Management: Set Priorities To Get The Right Things Done

### Videos/Courses

- Time is the Most Precious Resource
- Finding Time for Innovation
- Time Management: The Six Box List
- How to Manage Your Time and Energy

