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

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

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
- 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. Hoefl 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

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

Materials listed above are representative and do not include all assets, which are subject to change as titles and resources are always being updated.