

THE 5 CHOICES™

to extraordinary productivity
one-day essentials

Time Management for the 21st Century

EXTRAORDINARY
PRODUCTIVITY

The 5 Choices Essentials helps increase the productivity of individuals, teams, and organizations. Participants understand how to make more selective, high-impact choices about where to invest their valuable attention, energy, and time.

1	2	3	4	5
ACT ON THE IMPORTANT	GO FOR EXTRAORDINARY	SCHEDULE THE BIG ROCKS	RULE YOUR TECHNOLOGY	FUEL YOUR FIRE
DON'T REACT TO THE URGENT	DON'T SETTLE FOR ORDINARY	DON'T SORT GRAVEL	DON'T LET IT RULE YOU	DON'T BURN OUT

BURIED ALIVE

1

ACT ON THE IMPORTANT
don't react to the urgent

In today's world, people are drowning in email, overwhelmed with demands, and trying to do more with less. *5 Choices* participants explore how to filter vitally important priorities from distractions so they can make a real contribution.

2

GO FOR EXTRAORDINARY
don't settle for ordinary

Everyone wants to make a difference, but competing priorities often prevent them from achieving extraordinary results. *5 Choices* participants learn to structure their roles in terms of extraordinary results to achieve high-priority goals..

3

SCHEDULE THE BIG ROCKS
don't sort gravel

The crushing increase in workday pressures can make people feel helpless and out of control. *5 Choices* participants learn the planning systems that lead to extraordinary outcomes

4

RULE YOUR TECHNOLOGY
don't let it rule you

An electronic avalanche of email, texts, and social-media alerts seriously threaten productivity as never before. *5 Choices* participants will understand how to optimize platforms like Microsoft® Outlook® to boost productivity.

5

FUEL YOUR FIRE
don't burn out

Today's exhausting, high-pressure work environment burns people out at an alarming rate. Participants benefit from the latest neuroscience around the Five Energy Drivers to consistently recharge mental and physical energy.



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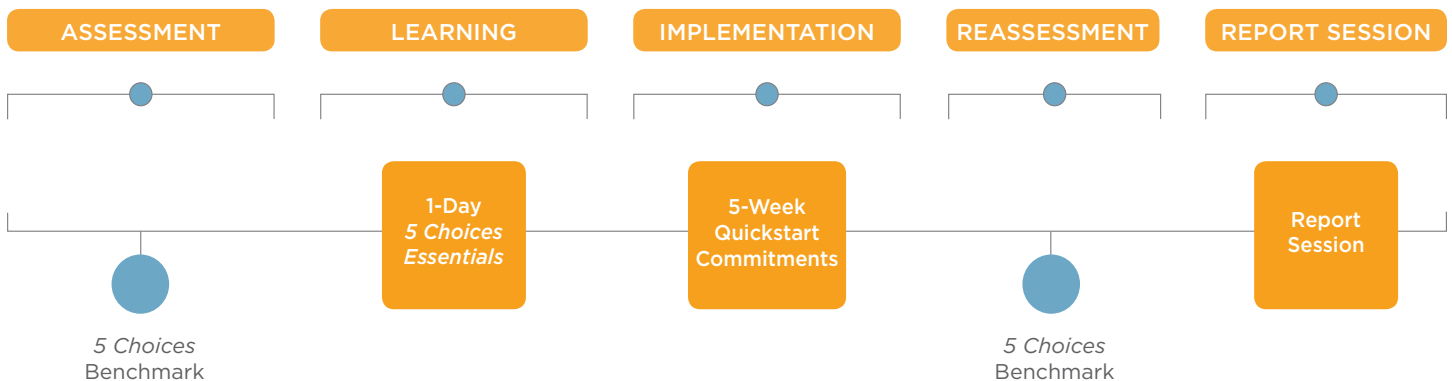
CHALLENGE

The workplace is an unprecedented minefield of constant demands from other people, technology, and a nonstop workday. We are forced to make critical decisions under pressure, creating a personal energy crisis that prevents us from thinking clearly and achieving extraordinary results. To succeed in this new work world, we need to learn how to make good decisions, focus our attention, and sustain high energy day in and day out.

SOLUTION

The *5 Choices Essentials* one-day work session helps you make five fundamental choices that dramatically increase your ability to focus on your most important outcomes. In just one day, you'll learn how to reclaim attention, time, and energy. Discover how to balance your most important roles and goals. Learn how to turn programs like Outlook® and Lotus Notes® into productivity tools. Work with peers to understand brain health and identify best practices to experience renewed, lasting energy. *The 5 Choices Essentials* is available both as online and traditional classroom training.

THE 5 CHOICES PROCESS



PARTICIPANT KIT



5 CHOICES WEBSITE

Access assessments and instructions on how to apply the content to smartphones, tablets, and Web-based applications such as Google Apps®.

PARTICIPANT GUIDEBOOK

TECHNICAL GUIDE

Instructions on how to maximize use of Microsoft® Outlook®, Lotus Notes®, Google Apps®, etc.

THREE BONUS MODULES (video-based mini-courses)

WILDLY IMPORTANT GOALS
Chris McChesney,
Execution Practice Leader, FranklinCovey

OFFICE NIRVANA
Julie Morgenstern,
Productivity Strategist, *The New York Times*
Best-Selling Author

BRAIN-CARE BASICS
Dr. Daniel Amen,
Brain Expert, *The New York Times*
Best-Selling Author

THE 5 CHOICES MONOGRAPH TAKE-HOME TOOLS DVD NOTEBOOK

CHOOSE TO GIVE YOUR ORGANIZATION THE KNOWLEDGE AND TOOLS TO BE HIGHLY PRODUCTIVE.

For more information about FranklinCovey's The 5 Choices Essentials, contact your client partner or call 1800 815 647. Or visit www.franklincovey.com.au/5choices.