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|  | EFFECTIVE PERSONAL PRODUCTIVITY®*Creating a High-Performance Organization* |
| **Effective Personal Productivity****Development Schedule****September 2025** |
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| **Pre-conference Goal Setting** |  |  |  |
| *Defining the Goal & Tracking* | Tuesday | September 9 | 9:00 – 11:00 am |
| **Pre-conference Goal Setting** |  |  |  |
| *Refinement of Goal Tracking* | Tuesday | September 16 | 9:00 – 11:00 am |
| **Kick Off** |  |  |  |
| *Introduction to Concepts* | Tuesday | September 23 | 9:00 – 11:00 am |
| **Goal Planning** |  |  |  |
| *Developing Goal Planning Sheets* | Tuesday | October 7 | 9:00 – 11:00 am |
| **Lesson One** |  |  |  |
| *The Nature of Productivity* | Tuesday | October 21 | 9:00 – 11:00 am |
| **Lesson Two** |  |  |  |
| *Productivity Through Goals Achievement* | Tuesday | November 4 | 9:00 – 11:00 am |
| **Lesson Three & Mid-term Review** |  |  |  |
| *Increasing Productivity Through Managing Priorities* | Tuesday | November 18 | 9:00 – 11:00 am |
| **Lesson Four** |  |  |  |
| *Improving Productivity Through Communication* | Tuesday | December 2 | 9:00 – 11:00 am |
| **Lesson Five** |  |  |  |
| *Empowering the Team for Peak Performance* | Tuesday | December 16 | 9:00 – 11:00 am |
| **Lesson Six** |  |  |  |
| *Increasing Productivity of the Team* | Tuesday | January 13 | 9:00 – 11:00 am |
| **Participant Graduation Presentations** |  |  |  |
| *Please invite your mentor* | Tuesday | January 27 | 9:00 – 11:00 am |
| **Dates are Subject to change** |

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**OTHER LMI DEVELOPMENT TOPICS:** Leadership • Teamwork • Sales • Communication • Supervision • Strategic Management