

Effective Personal Productivity Development Schedule February 2026

Pre-conference Goal Setting <i>Defining the Goal & Tracking</i>	Tuesday	February 10th	9:00 – 11:00 am ET
Kick Off <i>Introduction to Concepts</i>	Tuesday	February 17th	9:00 – 11:00 am ET
Goal Planning <i>Developing Goal Planning Sheets</i>	Tuesday	February 24th	9:00 – 11:00 am ET
Lesson One <i>The Nature of Productivity</i>	Tuesday	March 3rd	9:00 – 11:00 am ET
Lesson Two <i>Productivity Through Goals Achievement</i>	Tuesday	March 17th	9:00 – 11:00 am ET
Lesson Three <i>Increasing Productivity Through Managing Priorities</i>	Tuesday	March 31st	9:00 – 11:00 am ET
Mid-term Review <i>Refinement of Goal Tracking</i>	Tuesday	April 7th	9:00 – 11:00 am ET
Lesson Four <i>Improving Productivity Through Communication</i>	Tuesday	April 14th	9:00 – 11:00 am ET
Lesson Five <i>Empowering the Team for Peak Performance</i>	Tuesday	April 28th	9:00 – 11:00 am ET
Lesson Six <i>Increasing Productivity of the Team</i>	Tuesday	May 12th	9:00 – 11:00 am ET
Participant Graduation Presentations <i>Please invite your mentor</i>	Tuesday	May 19th	9:00 – 11:00 am ET

Dates are Subject to change

The Unique LMI Process

LMI delivers a process that not only provides skill and competency development but changes the attitudes and behaviours of the participant.

To ensure that measurable results and a Return On Investment are achieved:

- Specific workplace goals for learning and performance improvement are established in consulting between the Participant and Company Management, refined in 2 up-front sessions
- Support from the LMI Facilitator guides the Participant's "on the job" application of the learning
- Complete resource materials allow multi-sensory learning
- Eight interactive sessions are facilitated in convenient bi-weekly workshops
- Participants present key results and a summary of course accomplishments at a special Graduation Meeting. Certificates are awarded

Session One & Two: Pre-Conference Goal Setting

- Introduction to Goal Setting
- Defining the Goal & Tracking
- Refinement of Goal Tracking

Session Three: Program Kick-off

- Concepts of Success, Motivation & Attitude
- Organizational Climate Survey
- Individual Self-Image Profiles
- Success as Related to Past Conditioning
- Attitude and Habits – Effective Motivators
- Multi-Sensory Learning
- Spaced Repetition

Session Four: Developing Goal Planning Sheets

- Validation of ROI
- Developing Personal Related Goal Planning Sheets
- Developing Business Related Goal Planning Sheets
- Fine Tuning Goal Tracking Systems
- My-Tyme Planner & Goal Planning Sheets
- Profile Evaluation Awareness and Integration into Goal Planning Sheets

Session Five: The Nature of Productivity

- What is Productivity?
- Time – The Key Resource for Increasing Productivity
- Attitudes Toward Planning and Goal Setting
- Attitudes Toward Other People
- Attitudes Toward External Circumstances
- Attitudes Toward Practices and Procedures
- Attitudes Toward Yourself
- Identifying and Using High Payoff Activities
- Establishing a Baseline for Productivity
- The Rewards of Improving Productivity

Session Six: Productivity Through Goals Achievement

- Having a Positive Self-Image
- Personal and Organizational Goals
- How the Goal-Setting Process Works
- The Power of Written Goals
- Finding Time for Planning and Goal Setting
- Tracking and Feedback
- Putting Affirmation and Visualization into Practice

Session Seven: Increasing Productivity Through Managing Priorities

- Setting Priorities for Each Day
- Setting Priorities in All Areas of Life
- Maintaining Focus by Limiting Interruptions
- Handling Email Efficiently
- Managing Communications
- Setting Up an Efficient Work Area
- Managing Drop-In Visitors
- Crisis Management
- Protect Your Productivity by Saying "No"

Session Eight: Improving Productivity Through Communication

- Mastering Communication Skills
- The Role of Empathy in Communication
- How Behaviour Affects Communication
- Asking the Right Questions
- Listening for the Total Message
- Writing for Clear Communication
- Using Email Properly
- Using Technology Efficiently and Effectively

Session Nine: Empowering the Team for Peak Performance

- The Empowerment Imperative
- The Benefits of Empowerment
- Empowering Different Generations
- Attitudes – The Heart of Empowerment
- Developing Team Players Through Delegation
- Levels of Delegation
- Communication and Delegation

Session Ten: Increasing Productivity of the Team

- Sharing and Communicating Goals
- Creating a Learning Environment
- Developing and Coaching Self-Directed Work Teams
- Developing People to Be Their Best
- Following Efficient Procedures
- Implementing Productive Meeting Strategies
- Living with Positive Expectancy
- Celebrating Your Success!