

Maximizing Your Personal Productivity: How to Become an Efficient and Effective Executive

Sample Schedule

DAY 1

7:45 – 8:45AM	Registration and Continental Breakfast <i>Pozen Productivity Survey</i>
8:45 – 10:30AM	Setting Priorities and Managing Your Daily Schedule
10:30 – 10:45AM	Break
10:45 – 11:25AM	Career Planning
11:25 – 12:05PM	Completing Top-Priority Projects
12:05 – 1:00PM	Lunch
1:00 – 1:30PM	Systems Development
1:30 – 2:15PM	Perfectionism and Procrastination
2:15 – 3:00PM	Efficient Messaging
3:00 – 3:15PM	Break
3:15 – 3:40PM	Effective Meetings
3:40 – 4:45PM	AI for Productivity Overview
4:45PM – 5:45PM	Reception

DAY 2

7:45 – 8:30AM	Continental Breakfast
8:30 – 9:40AM	Reading More Effectively
9:40 – 10:45AM	Writing More Effectively
10:45 – 11:00AM	Break
11:00 – 12:00PM	Presentation Overview – Ben Shields
12:00 – 12:55PM	Lunch
12:55 – 1:55PM	Impromptu Speaking – Ben Shields

1:55 – 2:10PM	Break
2:10 – 3:05PM	Leading and Managing Teams
3:05 – 3:45PM	Boss Relationships
3:45 – 4:30PM	Self-assessment and Action Plan
4:30 – 4:45PM	MIT Awards, Closing Remarks and Program Feedback

Times noted are in Eastern Standard Time. Schedule subject to change.