

# MAXIMIZING YOUR PERSONAL PRODUCTIVITY:

## HOW TO BECOME AN EFFICIENT AND EFFECTIVE EXECUTIVE



### WHEN

Jan 26 – 29, 2021

May 24 – 27, 2021

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### PRICE

\$3,900

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### WHERE

Live Online - Zoom

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### EXECUTIVE CERTIFICATE TRACK

Management and Leadership

This course will show you how to do more in less time. You'll learn how to increase your efficiency while maintaining (or improving) your quality of life. This productivity course expands upon the principles covered in Bob Pozen's best-selling book *Extreme Productivity* and is designed to help enhance your leadership and communication skills in any setting. You will also learn digital techniques that can help manage your career and your team.

Faculty lead the class through various hands-on exercises focused on efficient reading and writing. Prior to the course, you will also have an opportunity to complete an optional writing assignment and receive valuable personalized feedback. Multiple polls and self-evaluations are administered throughout the course with the goal of helping you better understand your individual goals and how to best accomplish them.

Please visit our website for the most current information.

[executive.mit.edu/max](https://executive.mit.edu/max)

**MIT**  
**MANAGEMENT**  
EXECUTIVE EDUCATION

## FACULTY\*



Robert Pozen



Ben Shields

*\*Please note, faculty may be subject to change.*

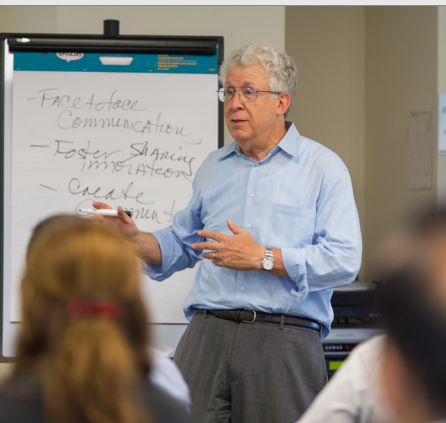
## TAKEAWAYS

Designed for busy, experienced managers, this program will increase your personal productivity by helping you to:

- Prioritize your goals and align your time allocation better with your highest priorities
- Complete your high-priority projects efficiently by focusing early on the final product
- Develop techniques for moving quickly through low priority tasks like emails
- Hold shorter and more productive meetings with clear agendas and outcomes
- Manage your own team by learning how to delegate and set metrics for success
- Manage your boss by communicating regularly and adopting complementary styles
- Read with more speed and comprehension by focusing on what is most important
- Write more effectively by using outlines, the active voice, and strong connectors

## WHO SHOULD ATTEND

Mid- to senior-level managers with managerial responsibility and extensive work experience would benefit from this program. However, even individual contributors within their organization will find this course useful for advancing and expanding their leadership roles. The program is designed for both U.S. and foreign executives and applicable to experienced managers from startups, established global companies, not-for-profits, and governmental organizations alike.



*I received insights from Professor Pozen and the other accomplished attendees that returned my investment on this course on the very first morning. My biggest take-away is that I don't have to do A work on projects that only require B+ work. Liberating me from my perfectionism allows me to be more productive and focus my attention where it is truly warranted.*

**OVERALL RATING** | ★ ★ ★ ★ ★

– Roberta G

## CONTACT INFORMATION

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