# PERSONAL PRODUCTIVITY IN THE AGE OF AI:
## HOW TO BECOME AN EFFICIENT AND EFFECTIVE EXECUTIVE



**WHEN**

TBD

**PRICE**

$4,700

**WHERE**

Cambridge, MA

**EXECUTIVE CERTIFICATE TRACK**

Management and Leadership

This course will show you how to do more in less time by combining proven productivity principles with the latest AI-driven tools. You'll learn how to increase your efficiency while maintaining, or improving, your quality of life. This 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 practical digital and AI techniques that can help you manage your career, organize complex projects, and support your team with greater clarity and speed. You'll learn when and how to rely on AI, how to avoid common pitfalls, and how to integrate this technology responsibly into your daily routine.

Multiple polls and self-evaluations are administered throughout the course to help you better understand your individual goals and how AI can amplify your strengths. Throughout the program, breakout sessions allow you to actively practice the skills you are learning and apply the concepts in real time with faculty guidance.

Please visit our website for the most current information.

**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
- Learn when and how to rely on AI, how to avoid common pitfalls, and how to integrate this technology responsibly into your daily routine.
- 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.
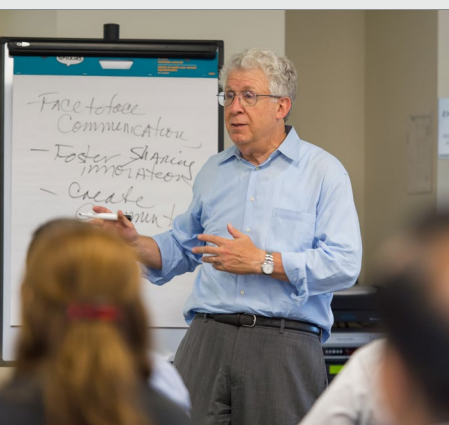
*I received insights from Professor Pozen and the other accomplished attendees that returned my investment on this course on the very first morning. My biggest take-away is that I don't have to do A work on projects that only require B+ work. Liberating me from my perfectionism allows me to be more productive and focus my attention where it is truly warranted.*

**OVERALL RATING** | ★ ★ ★ ★ ★                              – Roberta G

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