

All times noted are in Eastern U.S. (Boston, MA) time zone.

DAY 1

10:00 - 10:15 AM	Welcome and Introductions
10:15 – 11:30 AM	Setting Priorities and Managing Your Daily Schedule
11:30 – 12:00 PM	Career Planning
12:00 – 12:20 PM	Flexible Break
12:20 – 1:30 PM	Completing Top Priority Projects Efficiently

DAY 2

10:00 – 11:10 AM	Overcoming Internal Constraints on Your Productivity
11:10 – 11:55 AM	Overcoming Bureaucratic Constraints on Your Productivity
11:55– 12:15 PM	Flexible Break
12:15 – 1:30 PM	Working Remote and Productivity

DAY 3

10:00 – 11:10 AM	Reading More Effectively
11:10 – 12:10 PM	Writing More Effectively
12:10 – 12:30 PM	Flexible Break
12:30 – 1:30 PM	Effective Presentations

DAY 4

10:00 – 11:00 AM	Impromptu Speaking
11:00 – 12:10 PM	Leading and Managing Teams
12:10 – 12:30 PM	Flexible Break
12:30 – 1:05 PM	Work Life Balance
1:05 – 1:30 PM	Satisfaction Self-Assessment and Personal Action Plan Closing Exercise