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

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