

*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

**IN PERSON – Cambridge, MA**

**DAY 1**

7:45 – 8:30 AM	Registration and Continental Breakfast
8:30 – 8:40 AM	Complete Pozen Productivity Survey
8:40 – 10:20 AM	Setting Priorities and Managing Your Daily Schedule
10:20 – 10:30 AM	Break
10:30 – 11:00 AM	Career Planning
11:00 – 12:15 PM	Completing Top-Priority Projects Efficiently
12:15 – 1:15 PM	Lunch
1:15 – 3:45 PM	Internal and Bureaucratic Constraints <i>(break scheduled at 3:05 PM)</i>
3:45 – 5:00 PM	Impromptu Speaking with Ben Shields
5:00 – 6:00 PM	Reception

**DAY 2**

7:30 – 8:15 AM	Continental Breakfast
8:15 – 8:25 AM	Recap of Day 1/Introduction to Day 2
8:25 – 9:40 AM	Reading More Effectively
9:40 – 10:15 AM	Writing More Effectively
10:15 – 10:30 AM	Break
10:30 – 11:05 AM	Writing More Effectively, Part 2
11:05 – 11:55 AM	Effective Presentations with Ben Shields
11:55 – 12:00 PM	MIT Certificates
12:00 – 12:45 PM	Lunch
12:45 – 2:10 PM	Leading and Managing Teams
2:10 – 2:20 PM	Break
2:20 – 3:10 PM	Work Life Balance
3:10 – 3:35 PM	Personal Action Plan Closing Exercise
3:35 – 4:00 PM	Closing Remarks and Program Feedback

