

THE 5 CHOICES[®]

to extraordinary productivity

EXTRAORDINARY
PRODUCTIVITY

The 5 Choices Solution

The 5 Choices to Extraordinary Productivity[®] process measurably increases productivity of individuals, teams, and organisations. Participants make more selective, high-impact choices about where to invest their valuable time, attention, and energy.

1 ACT ON THE IMPORTANT	2 GO FOR EXTRAORDINARY	3 SCHEDULE THE BIG ROCKS	4 RULE YOUR TECHNOLOGY	5 FUEL YOUR FIRE
DON'T REACT TO THE URGENT	DON'T SETTLE FOR ORDINARY	DON'T SORT GRAVEL	DON'T LET IT RULE YOU	DON'T BURN OUT

BURIED ALIVE

1

ACT ON THE IMPORTANT
don't react to the urgent

In today's world, people are drowning in email, overwhelmed with demands, and trying to do more with less. *5 Choices* participants filter the vitally important priorities from distractions so they can focus on making a real contribution.

2

GO FOR EXTRAORDINARY
don't settle for ordinary

Everyone wants to make a difference, but competing priorities often prevent them from achieving extraordinary results. *5 Choices* participants redefine their roles in terms of extraordinary results to achieve high-priority goals.

3

SCHEDULE THE BIG ROCKS
don't sort gravel

The crushing increase in workday pressures can make people feel helpless and out of control. *5 Choices* participants regain control of their work and lives through a cadence of planning and execution that produces extraordinary outcomes.

4

RULE YOUR TECHNOLOGY
don't let it rule you

An electronic avalanche of email, texts, and social-media alerts seriously threaten productivity as never before. *5 Choices* participants leverage their technology and fend off distractions by optimising platforms like Microsoft[®] Outlook[®] to boost productivity.

5

FUEL YOUR FIRE
don't burn out

Today's exhausting, high-pressure work environment burns people out at an alarming rate. Applying the 5 Energy Drivers[™], participants benefit from the latest in brain science to consistently recharge their mental and physical energy.

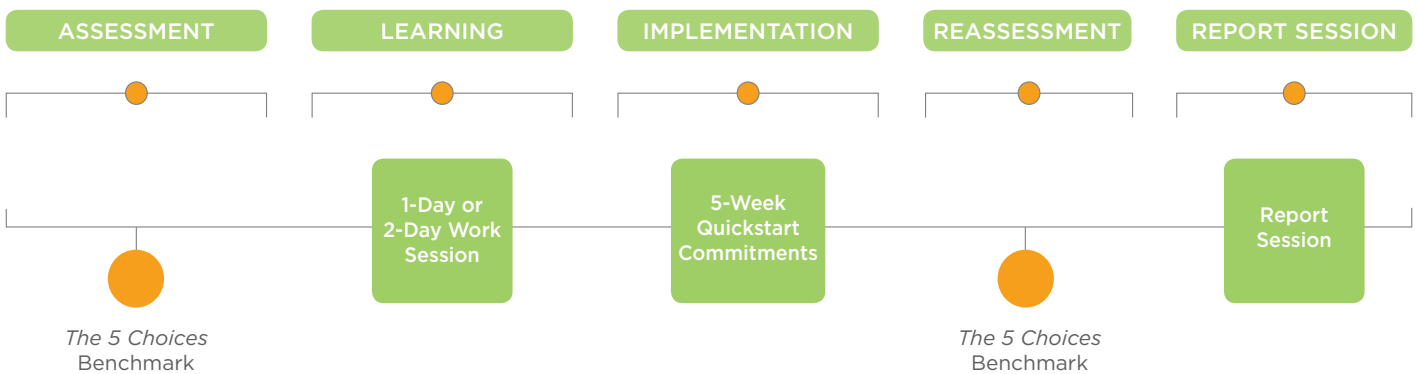
CHALLENGE

The barrage of information coming at us from multiple sources (e.g., texts, email, tweets, blogs, and alerts), coupled with the demands of our careers, are overwhelming and distracting. The sheer volume of information threatens our ability to think clearly and make wise decisions about what's important. If we react to these stimuli without clear discernment, we fail to accomplish the goals that matter most in our professional and personal lives.

SOLUTION

FranklinCovey's *The 5 Choices to Extraordinary Productivity* solution inspires participants to apply a process that will dramatically increase their ability to achieve life's most important outcomes. Supported by science and years of experience, this solution not only produces a measurable increase in productivity, but also provides a renewed sense of engagement and accomplishment. The content can be delivered online via a virtual classroom or in a traditional classroom setting.

THE 5 CHOICES PROCESS



PARTICIPANT KIT



THE 5 CHOICES QUICKSTART WEBSITE

Log on to the website and complete your 5-Week Quickstart online or do the same with the Quickstart app.

PARTICIPANT GUIDEBOOK

TECHNICAL GUIDE

Instructions on how to maximise use of Microsoft® Outlook®, Lotus Notes®, Google®, etc.

BONUS MODULES (video-based mini-courses)

WILDLY IMPORTANT GOALS
Chris McChesney,
Execution Practice Leader, FranklinCovey

OFFICE NIRVANA
Julie Morgenstern,
Productivity Strategist, *The New York Times*
Best-Selling Author

BRAIN-CARE BASICS
Dr. Daniel Amen,
Brain Expert, *The New York Times*
Best-Selling Author

TAKE-HOME TOOLS DVD

CHOOSE TO GIVE YOUR ORGANISATION THE TOOLS AND SKILLS TO BECOME EXTRAORDINARY.

For more information about FranklinCovey's *The 5 Choices to Extraordinary Productivity*, contact your Client Partner or call 1800 786 346.