LeadingBetter ▶

The Productivity Playbook:
Prioritize, Delegate, Deliver

This isn't another time management seminar – it's a productivity transformation system. Participants leave with five powerful tools and a personalized action plan they can immediately apply to elevate focus, collaboration, and results.

In a world of competing priorities, constant change, and increasing complexity, success depends on more than hard work – it requires working intelligently, intentionally, and interdependently.

The Productivity Playbook is a dynamic, full-day experience that helps participants master the mindset and methods to drive results through clarity, collaboration, and systems thinking.

This training blends self-awareness, practical tools, and applied learning – equipping leaders and teams to focus on what matters most, empower others, and deliver results that last.

TRAINING OUTCOMES

By the end of this workshop, participants will be able to:

▶ Focus on high-impact priorities that move results forward.

▶ Delegate with confidence and build team capacity.

▶ Foster accountability and trust without micromanaging.

▶ Recognize systems and interdependencies that influence performance.

▶ Solve complex challenges through structured, actionable problem-solving.

CORE LEARNING JOURNEY

Each section builds toward a cumulative system of productivity mastery:

1. **Kickoff & Framing the Playbook**
   Discover how productivity is more than time management – it's a system of focus, ownership, and alignment. *Interactive Insight: Assess how you currently spend your time and identify focus gaps.*

2. **Prioritization: Focus on What Matters Most**
   Learn to identify true value drivers and eliminate activity traps. *Practical Tool: Impact vs. Effort Matrix and Personal Prioritization Blueprint.*

3. **Delegation: Empowerment in Action**
   Redefine delegation as a growth strategy, not a task transfer. *Applied Exercise: Create a real-world Delegation Plan using the 5 Levels of Delegation.*

4. **Accountability vs. Control**
   Learn how to build ownership and trust by setting outcomes, not tasks. *Interactive Practice: Develop an "Ownership Contract" that promotes psychological safety and shared responsibility.*

5. **Systems Thinking: Seeing the Bigger Picture**
   Adopt systems-lens to anticipate ripple effects and improve collaboration. *Hands-On Mapping: Visualize* interdependencies through a "Ripple Map" to reveal bottlenecks and leverage points.

6. **Complex Problem-Solving: Turning Clarity into Action**
   Tackle real challenges with confidence using root-cause and reframing tools. *Team Sprint: Apply 5 Whys and Fishbone Analysis to uncover actionable solutions.*

7. **Cumulative Wrap-Up & Personal Playbook**
   Integrate every skill into your customized Productivity Playbook – a unified toolkit for sustained results. *Final Commitment: Define one high-impact shift to implement within the next week.*