

# Effective Personal Productivity

**RE-CONNECT  
WITH CONFIDENCE**

During our Effective Personal Productivity (EPP) program, Revela professionals act as coaches, posing thought-provoking questions, providing support, and offering proven methodologies that enable participants to realize their potential for personal and professional growth by adopting positive behaviors for success.



Session **1** **KICK OFF:** Establishing baseline goals.

Session **2** **PRODUCTIVITY:** Attitudes for increased productivity.

Session **3** **TIME MANAGEMENT:** Achieving goals through greater efficiency.

Session **4** **PRIORITIES:** Establishing what's important and sticking to it.

Session **5** **COMMUNICATION:** Creating efficiency using communication.

Session **6** **EMPOWERMENT:** Developing team players through delegation.

Session **7** **TEAM PRODUCTIVITY:** Applying methods for team collaboration.

Session **8** **CELEBRATION:** Recap and celebrate all you've learned.

*Sessions can be hosted at Revela, or we can bring them on-site!*



**REALIZE YOUR LEADERSHIP POTENTIAL**  
to empower your team and achieve greater success for your company.

Call 712.322.1112  
Visit [RevelaGroup.com](http://RevelaGroup.com)

# Re-alize

## your potential.

Revela is an experience. A revelation of untapped skills and hidden potential that is transformed into a leadership style that engages employees, creates excitement, earns respect and generates greater outcomes for your organization.

## Effective Personal Productivity

### Re-veal

- Evaluate your attitude and make productive behavioral changes.
- Focus your activities using SMART Goals and High Payoff Activities.
- Increase levels of personal and team productivity.
- Discover your motivation to achieve more through time management and personal accountability.
- Improve productivity through communication.

### Re-focus

**Empower individuals to accomplish more.**

**EPP can benefit everyone, including:**

- Managers
- Support Staff
- Sales Professionals
- All Levels of Employees

### Re-commit

#### Time Commitment:

- Eight Interactive Training Sessions
- 2.5-Hour Sessions

#### Success-Oriented Tactics:

- Workbooks with Audio
- Goal Setting and Accountability
- Weekly Plan of Action
- Feedback and Discussion Sheets
- DiSC Assessment
- Weekly Accomplishments
- Peer Group Interaction
- Success Planning Tool

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