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# Effective Personal Productivity



*“Productivity is never  
an accident. It is always  
the result of a commitment  
to excellence, intelligent  
planning, and focused effort.”*

Paul J. Meyer

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# Getting more done doesn't need more time, it just needs a change in attitude and habit

The best leaders are not born, but shaped by experience; their own and those they turn to for guidance in their formative years.

Organisations today face different challenges than in the past, but the need for strong leaders, who show the best course by example, remains the same. You and your people have the necessary potential to be leaders and we will help you nurture the talent within.

LMI programmes deliver the permanent change in attitudes and behaviours that will enhance leadership abilities, whilst increasing productivity and effectiveness.

**It's not just about getting more done, it's about understanding what activities deserve your valuable time and which do not**





The pace of life today can make it hard to get everything done, at home or work and this can lead to frustration and procrastination. Without a clear plan, doing nothing can be the easy option and getting less and less done becomes the everyday.

It's why we designed this programme: to help you improve your ability to plan, to organise and to make more effective use of your time. You will learn to devote your time to high-payoff activities and delegate to others those tasks less worthy of your time.

Your organisation needs you to be more effective and more productive, not necessarily work harder. With techniques and learning shaped by more than 50 years of people development success right around the world, we will show you how.

You will learn the power of goal-setting. But we will not train you, only develop your skills to new levels and improve your time management, whilst building productive teams through empowerment.

Like all our programmes, it is designed to permanently change your attitudes and habits towards managing your time. You will be one step nearer to becoming a Total Leader®.

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# Effective Personal Productivity delivered in 6 lessons

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## 2

### Managing time

Improving your self-image, whilst developing personal and organisational goals is the focus of the second lesson. Once you understand how the goal-setting process works and the power of written goals, you will learn to find time to plan and set goals, as well as learning the

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## 1

### What's productivity?

The first lesson helps you understand what productivity is and how to benchmark your own personal productivity. Recognising the rewards of improving productivity, we will help you change your attitude to planning and goal-setting, as well as identifying and utilising high-payoff activities to get more done.

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## 3

### Controlling priorities

This lesson will show you how to set priorities in all areas of life to help restore balance. You'll learn to deal with interruptions, handle emergencies and drop-in visitors as you become ever more efficient and productive. We'll also show you how to manage communications and importantly, how to say no.



*“A leader leads by example,  
whether he intends to or not.”*

John Quincy Adams

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**Communicate better**

Improved productivity requires effective communication and we'll show how to empathise with others, clarify with questions and listen for the total message. You'll learn tips for speed reading, writing for impact and communicating with groups, whilst using technology efficiently and effectively.

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**Team empowerment**

For those with teams to make more productive, you'll learn to overcome the fear and embrace the benefits of empowerment. Again, we will explain how to change attitudes and how to develop teams through delegation and the different levels available.

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**Team productivity**

Finally, you will learn how to create a learning environment, to help get the most from your team. We'll show how to instil positive expectancy and demonstrate strategies for training, combined with efficient procedures to ensure any team will increase productivity.



## Delivering results

Every LMI programme is designed to nurture the talent within an individual. We help people develop and be all they can be, by changing their habits and attitudes. We help change the way people act, behave and think. Permanently.

The LMI approach to effective leadership development allows busy managers and supervisors to understand what is possible and the benefits they can expect by completing one, or all of our programmes on route to becoming the Total Leader® their organisation needs.



## Multi-sensory learning

Our programmes are designed to appeal to more of your senses, again to help the process of permanent change. By reading lessons and writing notes on the pages, then listening to audio files of the same lessons, information is more easily retained over the long-term.



## Spaced repetition

One of the first to recognise the power of spaced repetition to improve retention of learning in the field of people development, LMI has delivered success for more than 50 years. Participants in our programmes explain that concepts not immediately clear, become more so as they progress through the programme.



## Time to change

We believe the personal and business aspects of your life will benefit from a long-term commitment to goal-setting. But we believe permanent change takes time, which is why our programmes are delivered over weeks, not covered in an afternoon or a weekend. This approach delivers measurable results, with a quantifiable return on your investment.



# Coaching session

Discussion with the programme facilitator or between members of the group is followed by a requirement to write out action steps, plans, goals, etc. We always encourage hand writing notes rather than typing digital files because experience shows us more important information is retained and it helps the process of changing attitudes and behaviours, permanently.



# Process Management & Feedback

The end of each lesson features an Application and Action section, designed to stimulate discussion of the lesson material to elicit personal insights from participants, to help contextualize the programme.



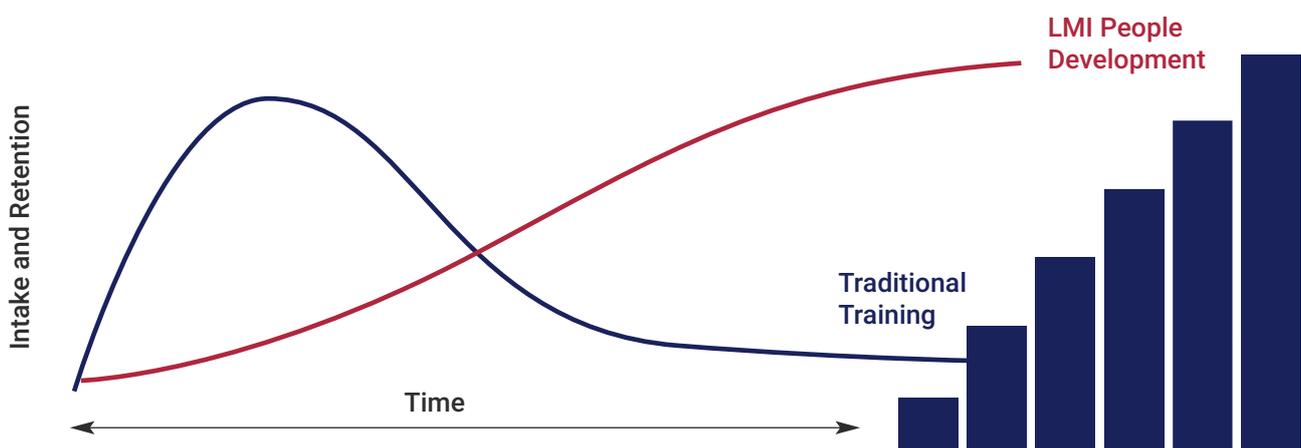
# Next Steps

Our goal is always to achieve tangible personal and business results for clients. Isn't it time you made the investment, nurtured the talent within and fulfilled your true potential or that of the people that will make a difference to the future of your organisation?

A Plan of Action is included, which will help programme participants turn what they have learned into actions as they begin the transformative process of becoming a better leader and becoming a Total Person.

A mid-term and final evaluation is conducted to review progress and results. A final graduation presentation is given by the participant at the end of the programme.

The difference between traditional training methods and the LMI approach



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# The Total Leader®

Every organisation is faced with an increasingly competitive world, with ever more demanded of those that lead. Recognising the need to develop more effective leaders, ready to face the challenges ahead, LMI created and developed the Total Leader® concept.

Our dynamic and innovative development process will enhance your potential and nurture the talent within to help you be a better more capable leader and someone others will follow.

In addition to Effective Leadership Development, our programmes address four critical areas of personal development that an individual must master before they can be considered.



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## Effective Personal Productivity

The foundation of all effective leadership and a basic aspect of human nature, yet many people lack the direction they need to achieve their desired results.

Our development process will help you or members of your organisation, proactively develop goals to achieve results and increase productivity by determining priorities, whilst communicating more effectively.

You will learn to deal with interruptions, become a team player and thrive in a learning environment.

## Effective Personal Leadership

Personal motivation and self-image are key to how you perform, respond and ultimately lead others; it is the core of an individual's character.

Our training will help realise your personal leadership potential by building upon your existing strengths and improving how you see yourself.

You will learn to make more successful choices by overcoming past conditioning and increase self-motivation by changing attitudes, behaviours and habits that have held you back.

## Effective Motivational Leadership

The natural ability to lead and motivate others is rare and for most will need to be developed and enhanced with new skills.

We'll help you and your team understand what it takes to become an effective motivational leader and develop and communicate a vision for the future.

You will create winning teams that can evolve with the business world and promote growth and advancement, whilst establishing an organization of leaders.

## Effective Strategic Leadership

The ability to define and develop the purpose of the organization, determine its key strategies, select the right people for the right roles, and oversee the processes required to achieve success.

Our programme will help you clarify your strategic purpose, the very reason you exist and complete a comprehensive strategic assessment to recognise where you stand now.

You will also learn to create your strategic development plan and implement your strategic execution with a renewed focus and energy.



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**To find out more about the program,  
and discuss the development process in  
detail, please feel free to contact us at:**

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