Maximizing Your Personal Productivity
How to Become an Efficient and Effective Executive

Program Details
Maximizing Your Personal Productivity will show you how to get more done in fewer hours, so you have more time to spend with your family, or any other activity. The program offers many practical suggestions on improving your productivity and provides many opportunities for learning through doing. The course includes digital techniques to help manage your career and your team.

Faculty Director Bob Pozen is the former President of Fidelity Investments and Executive Chairman of MFS Investment Management. Bob was first interviewed about his own productivity when he was full-time chairman of a large asset manager and carrying a full teaching load at a distinguished university. That interview went viral, so he wrote a short book (Extreme Productivity), drawing upon his personal and professional experiences.

Learning Experience
This course is designed to increase the personal productivity of mid- to senior-level managers through a series of case studies, practical exercises and background readings. The course will encourage self-evaluation through polls and surveys about your work habits. Thus, the course will involve a high degree of active participation by students, who will learn through doing and roleplaying.

Takeaways
Designed for busy, experienced managers, this program will increase your personal productivity by helping you to:

• Prioritize your goals and align your time allocation better with your top goals
• Complete your high-priority projects efficiently by focusing early on the final product
• Develop techniques for moving quickly through low priority tasks like emails
• Hold shorter and more productive meetings with clear agendas and outcomes
• Manage your own team by learning how to delegate and set metrics for success
• Use digital tools to help your team share work more effectively
• Read with more speed and comprehension by focusing on what is most important
• Write more effectively by using outlines, the active voice and strong connectors

Participants
Mid- to senior-level managers with significant managerial responsibility and extensive work experience would benefit from this program, especially those seeking to advance and expand their leadership role within an organization. The program is designed for both U.S. and foreign executives. It has been found useful to experienced managers from startups, as well as established global companies, as well as not-for-profit and governmental organizations.

Bob was an eloquent and interactive speaker.”

— Molly Downer, Senior Banking Executive
Read this review and others online.
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Sample Program Schedule
(subject to change)

Day 1
7:45 AM: Registration and Continental Breakfast
8:30 AM: Introduction
8:45 AM: Setting Priorities and Managing Your Daily Schedule
10:30 AM: Career Planning Through Social Media
12:00 PM: Networking Lunch
1:00 PM: Internal Constraints: Low-Priority Tasks; Procrastination Office Constraints: Email and Meetings
2:30 PM: Reading Faster and with Better Comprehension
4:15 PM: Exercise: Writing More Effectively
5:00 PM: Networking Reception

Day 2
7:45 AM: Continental Breakfast
8:30 AM: Day 1 Recap
8:45 AM: Writing More Effectively by Using Outlines and Other Devices
10:15 AM: Completing Your Top Priority Projects Efficiently by Focusing on the Final Project
12:00 PM: Networking Lunch
1:00 PM: Leading Performance-Based Teams
2:30 PM: Using Digital Tools to Improve Team Productivity
3:15 PM: Work-Life Conflicts
3:45 PM: Exercise: Construct Your Circle
4:15 PM: Conclusion

Program Faculty
Robert Pozen is a Senior Lecturer at the MIT Sloan School of Management. He is also a Senior Fellow at the Brookings Institution where he is board chair of the Joint Tax Center. He has extensive experience in business, government and journalism. He has published seven books. His latest book, Extreme Productivity: Boost Your Results, Reduce Your Hours, was #3 on Fast Company’s list of best business books for 2012. In addition, he often writes editorials for Financial Times, The Washington Post and The Wall Street Journal.

Ben Shields is a Lecturer in Managerial Communication at the MIT Sloan School of Management. Shields teaches Communication for Leaders and Advanced Leadership Communication. Shields’ research focuses on the intersection of social media technologies, data analytics, and audience behavior in the sports, media, and entertainment industries. He is the coauthor of two books: The Sports Strategist: Developing Leaders for a High-Performance Industry and The Elusive Fan: Reinventing Sports in a Crowded Marketplace. Shields holds a B.S. and M.A. in communication studies and a Ph.D. in media, technology, and society, all from Northwestern University.

“Since the Great Recession, many professionals have been facing more challenging schedules and more daunting to-do lists. This makes it all the more important for professionals to be able to get their work done quickly and effectively.” —Bob Pozen, Faculty Director

“My objective was to figure out how to become more efficient and structured. I definitely got a lot of takeaways and tips around simple day-to-day things we do that can make an impact. The course covers not only personal aspects but also your environment, how to work with your boss, team, delegation, and more. A great course for getting better and faster at what you do.” —Shaun D., Past Participant. Read this review and others online.

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