EFFECTIVE PERSONAL PRODUCTIVITY
SPRING/SUMMER 2023 DEVELOPMENT SCHEDULE

SCHEDULE OF SESSIONS - FACILITATOR ANDY SMITH

Pre-conference Individual Session *Introduction to Concepts/Personality Profile Review*	Week Of	March 12, 2023	TBD
Pre-conference Goal Setting *Refinement of Goal Tracking*	Wednesday	March 29, 2023	2:00pm – 4:00pm
Kick Off *Including Planning Tool Training*	Wednesday	April 12, 2023	2:00pm – 4:00pm
Goal Planning *Developing Goal Planning Sheets*	Wednesday	April 26, 2023	2:00pm – 4:00pm
Lesson One *The Nature of Productivity*	Wednesday	May 10, 2023	2:00pm – 4:00pm
Lesson Two *Goal Achievement Through Time Management*	Wednesday	May 24, 2023	2:00pm – 4:00pm
Lesson Three *Increasing Productivity Through Controlling Priorities*	Wednesday	June 7, 2023	2:00pm – 4:00pm
Lesson Four *Improving Productivity Through Communication*	Wednesday	June 21, 2023	2:00pm – 4:00pm
Lesson Five *Empowering the Team*	Wednesday	July 12, 2023	2:00pm – 4:00pm
Lesson Six *Increasing the Productivity of the Team*	Wednesday	July 26, 2023	2:00pm – 4:00pm
Participant Graduation Presentations *Please invite your mentor*	Wednesday	Aug 9, 2023	2:00pm – 4:00pm

Dates are Subject to change