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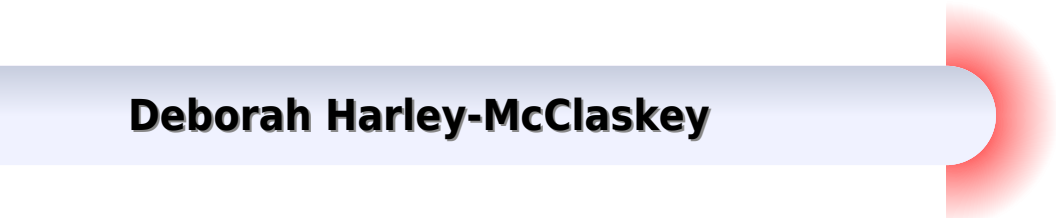
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The 5 Choices The Path To Extraordinary Productivity

Deborah Harley-McClaskey



The 5 Choices The Path To Extraordinary Productivity:

The 5 Choices Kory Kogon,Adam Merrill,Leena Rinne,2016-04-05 Time management for the 21st century Cover **The 5 Choices** ,2017 *The 5 Choices* Kory Kogon,2015 *The 5 Choices* ,2018 The time management experts at FranklinCovey share their five critical techniques for avoiding distractions and paying focused attention to our most important goals and tasks in our daily lives This book fits a real need in these turbulent but opportunity rich times Steve Forbes Every day brings us a crushing wave of demands a barrage of texts emails interruptions meetings phone calls tweets blogs not to mention the high pressure demands of our jobs which can be overwhelming and exhausting The sheer number of distractions can threaten our ability to think clearly make good decisions and accomplish what matters most leaving us worn out and unfulfilled Now FranklinCovey offers powerful insights drawn from the latest neuroscience and decades of experience and research in the time management field to help you master your attention and energy management through five fundamental choices that will increase your ability to achieve what matters most to you The 5 Choices is time management redefined it increases the productivity of individuals teams and organizations and empowers you to make more selective high impact choices about where to invest your valuable time attention and energy The 5 Choices from Act on the Important Don t React to the Urgent to Rule Your Technology Don t Let It Rule You will not only increase your productivity it will also provide a renewed sense of engagement and accomplishment You will quickly find yourself moving beyond thinking I was so busy today what did I actually accomplish to feeling confident energized and extraordinarily productive **The 5 Choices** Adam Merrill,2018-09-15 *Summary: The 5 Choices* BusinessNews Publishing,2016-07-20 The must read summary of Kory Kogon Adam Merrill and Leena Rinne s book *The 5 Choices The Path to Extraordinary Productivity* This complete summary of the ideas from Kory Kogon Adam Merrill and Leena Rinne s book *The 5 Choices* outlines the five choices that you must make to become more productive and manage your decisions attention and energy more effectively From ruling your technology to taking the time to schedule your most important activities the authors give you lots of tips to regain control of your life and work more efficiently Added value of this summary Save time Understand the key lessons in personal change Increase your productivity To learn more read *The 5 Choices* and learn how making just five choices can increase your productivity in both your personal and professional life **The 5 Choices** Kory Kogon,Adam Merrill,Leena Rinne,2014-12-30 Time management for the 21st century Jacket Time to Start Danny Hile,2022-04-29 If you don t build your dream someone will hire you to build theirs Tony Gaskins Have you always wanted to start your own business or side project but you can never find the time You re not alone I have been fortunate to meet hundreds of business owners managers executives and workers who have one thing in common Most of them have a secret passion or side project but they can never find the time to work on it We all have 24 hours in a day yet we struggle to find any spare We live in the most resourceful period in history yet we struggle to achieve our goals Ask yourself the following questions Do you have a dream

or goal which you never find time for Do you feel overwhelmed having so much to do Do you have trouble deciding even the little things Are you finding it difficult to stay focused Do you feel lost or as if you don't control your time What would you start if you had two more hours today Would you write your book start your own blog start your own part time business or start learning a new skill In this book you will learn there is plenty of time to work on your goals You will learn how to take back control of your time and your life by following a simple step by step plan Whatever you want to pursue if you need more time this book is for you *The Mind of the Leader* Rasmus Hougaard, Jacqueline Carter, 2018-03-13 Join the global movement that's making corporations more people-centric to achieve great results The world is facing a global leadership crisis Seventy-seven percent of leaders think they do a good job of engaging their people yet 88 percent of employees say their leaders don't engage enough There is also a high level of suffering in the workplace 35 percent of employees would forgo a pay raise to see their leaders fired This is an enormous waste of human talent despite the fact that 46 billion is spent each year on leadership development Based on extensive research including assessments of more than 35 000 leaders and interviews with 250 C-level executives *The Mind of the Leader* concludes that organizations and leaders aren't meeting employees' basic human needs of finding meaning purpose connection and genuine happiness in their work But more than a description of the problem *The Mind of the Leader* offers a radical yet practical solution To solve the leadership crisis organizations need to put people at the center of their strategy They need to develop managers and executives who lead with three core mental qualities mindfulness selflessness and compassion Using real-world inspirational examples from Marriott Accenture McKinsey Company LinkedIn and many more *The Mind of the Leader* shows how this new kind of leadership turns conventional leadership thinking upside down It represents a radical redefinition of what it takes to be an effective leader and a practical hard-nosed solution to every organization's engagement and execution problems **Live Life in Crescendo** Stephen R. Covey, Cynthia Covey Haller, 2022-09-27 The final book by the internationally bestselling author of *The 7 Habits of Highly Effective People* Jacket *Learn to lead yourself, your people and your organization for great results*, 2023-12-20 Putting people first has always been the basis of our success We believe that if we take care of our employees they will take care of our customers and the business will take care of itself Even after the 9/11 terrorist attacks in New York where we went from an occupancy rate of 75 to 5% overnight where our hotels were empty of guests but full of staff putting people first was our priority Instead of suffering massive layoffs we implemented education programs maintained health benefits and did everything we could to get through the crisis with minimal negative impact on our people In a business like ours and I believe in any other sector we simply cannot be successful unless people are truly committed and happy in their work It is our commitment to create an environment where the unique contributions of our people are valued I believe the fact that Marriott is consistently considered an employer of choice is the result of these efforts Promoting a people-first culture starts with leadership Leaders must model the way They must act interact and engage with the people they lead in a way that

makes people feel seen heard and valued In *The Mind of the Leader* Rasmus Hougaard and Jacqueline Carter provide a clear path to creating people first organizations It requires leaders to be human first to be mindful selfless and compassionate and in doing so develop the qualities that enable engagement fulfillment and meaning which leads to greater business success If we as leaders are attentive we will know better what really matters to our people We are more present attentive and curious It s not always easy but I know the difference between being present with my people and when I m not I only have an impact when I am If we as leaders are selfless taking into account the bigger picture rather than our own selfish needs we will model cultures of growth and learning Bill Marriott our executive chairman even now in his eighties always has his ear open He is always seeking the perspective of others rather than blindly following his own beliefs and ideas If we as leaders are compassionate our people will know we are protected As this book clearly describes compassion is not soft and sentimental It is concrete and practical It s about doing the right thing like putting a doctor on staff during the Depression Again if we truly care about our employees they will truly care for our customers and the business will truly care for itself In many ways the principles in this book run counter to the number of businesses run It inspires me and provides insights to further evolve our culture and put people first And I believe that all leaders and other organizations will benefit greatly from its messages

Presentation Advantage Kory Kogon,Breck England,Julie Schmidt,2015-09-15 The average attention span of an adult is eight seconds eight seconds That is tough news for a presenter It means you may have a room full of people but their minds are elsewhere You re competing with a slew of activities demanding their attention email texts Facebook YouTube chats and apps in addition to thoughts about their next meeting and projects that are behind schedule How do you get a message across in a world like that The inability to powerfully inform and persuade amid an unprecedented number of distractions is one of the greatest hidden and pervasive costs of the twenty first century workplace Learn to connect with your audience and you ll stop having unproductive meetings and wasted time In *Presentation Advantage* FranklinCovey outlines its Connect Model the mental model that allows you to connect with the message yourself and the audience during any presentation by Structuring relevant and purpose driven messages Understanding how our brains best synthesize and remember key information Using visuals such as PowerPoint to inspire instead of torture your audience Aligning your message body language and tone of voice for a powerful delivery Whether to one person or one hundred effective presenting is today s top business skill and the experts at FranklinCovey help you master it With the *Presentation Advantage* you can deliver dynamic compelling and truly effective presentations every time

Management Mess to Leadership Success Scott Jeffrey Miller,2019-06-18 Take *The 7 Habits of Highly Effective People* to an Entirely New Level Your Leadership Skills Are About to Change Millions have read the all time global best seller *The 7 Habits of Highly Effective People* by Stephen R Covey Both leaders and individuals have been inspired and transformed by its universal principles of effectiveness including Scott Jeffrey Miller Miller a student and personal friend of Stephen R Covey is now the new millennial voice of FranklinCovey leadership

Scott Jeffrey Miller knows what it's like to fail. He was demoted from his first leadership position after only three weeks and that's just one of several messy management experiences on his two-decade journey to leadership success. Scott's not alone. Everyone fails. But something sets Scott apart: his transparency and willingness to openly share his story in a way that is forthright, relatable, and applicable. Thirty leadership challenges you can apply now. In Miller's *Management Mess to Leadership Success*, you'll find 30 leadership challenges that can, when applied, change the way you manage yourself, lead others, and produce results. The wisdom in Scott's book was learned through hard knocks and was honed by Stephen R. Covey and the FranklinCovey team through years of research and corporate training experience. Illustrated with Scott's real-life experiences, these challenges will teach you how to lead difficult conversations and celebrate success. Inspire trust, actively listen, and challenge paradigms. Put the right people in the right roles. Create a clear and actionable vision for your team. Accomplish your organization's wildly important goals. Get the right results in the right way. Become the leader you would follow. Fans of *The 7 Habits of Highly Effective People* who have read and liked *Radical Candor*, *Dare to Lead*, and *Mastering Leadership* will love Scott Miller's *Management Mess to Leadership Success: 30 Leadership Challenges to Be the Leader You Would Follow*. [The 7 Habits of Highly Effective People](#) Stephen R. Covey, 2020-05-19 New York Times bestseller over 40 million copies sold. The 1 Most Influential Business Book of the Twentieth Century. One of the most inspiring and impactful books ever written. *The 7 Habits of Highly Effective People* has captivated readers for nearly three decades. It has transformed the lives of presidents and CEOs, educators and parents, millions of people of all ages and occupations. Now, this 30th anniversary edition of the timeless classic commemorates the wisdom of the 7 Habits with modern additions from Sean Covey. The 7 Habits have become famous and are integrated into everyday thinking by millions and millions of people. Why? Because they work. With Sean Covey's added takeaways on how the habits can be used in our modern age, the wisdom of the 7 Habits will be refreshed for a new generation of leaders. They include Habit 1: Be Proactive, Habit 2: Begin with the End in Mind, Habit 3: Put First Things First, Habit 4: Think Win-Win, Habit 5: Seek First to Understand, Then to Be Understood, Habit 6: Synergize, Habit 7: Sharpen the Saw. This beloved classic presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

Administrative Topics in Athletic Training Gary Harrelson, Greg Gardner, Andrew P. Winterstein, 2024-06-01 *Administrative Topics in Athletic Training: Concepts to Practice*, Second Edition, continues to be a dynamic text that addresses important administrative issues, practices, and procedures, as well as fundamental concepts, strategies, and techniques related to the management of all aspects of an athletic training health care delivery system. Uniquely, this text balances theory and application around management, administration, and leadership for the athletic trainer in multiple practice settings. Inside the Second Edition, Drs. Gary

Harrelson Greg Gardner and Andrew Winterstein feature case studies and instructional activities both within the text and instructor materials to help athletic training students and clinicians understand and apply the concepts to real world scenarios Numerous graphic elements such as boxes callouts tables and illustrations are included throughout the text to enhance readability New and updated features to the Second Edition Numerous case studies examples and classroom activities 12 appendices provide tools and examples to aid in the application of concepts and principles addressed in the text Each chapter uses an Advanced Organizer to aid the reader in chapter orientation All chapters have been updated to include changes in laws regulations and practices Issues in educational and clinical settings are broken into different chapters Chapters have been grouped into three sections to improve flow of the text Personal Practices Athletic Training Practices and Organizational Practices Faculty will have access to an Instructor s Manual PowerPoint slides and Test Bank Questions Updated topics inside the Second Edition Use of social media Multiple generations in the workplace Time management and prioritization Process of writing a business plan Athletic training as a business Starting your own business Administrative models in educational settings Impact of degree transition in athletic training Guidelines for appropriate medical coverage in secondary school and university settings Expanding roles of Athletic Trainers in clinical settings Included with the text are online supplemental materials for faculty use in the classroom Administrative Topics in Athletic Training Concepts to Practice Second Edition provides beneficial information on administrative topics and will be a useful resource for athletic training students practitioners and any administrator responsible for supervision of athletic trainers and athletic training service programs Primary Greatness Stephen R. Covey, 2016-11-15 Portion of statement of responsibility from jacket

Developing Human Service Leaders Deborah Harley-McClaskey, 2015-12-24 This empowering text for human services students covers the skills and behaviors essential for leaders to manage themselves their teams and the organization Using a unique coaching voice the book follows a Reflection Diagnosis Prescription approach for leadership development with exercises built into the dialogue The final chapter Prognosis offers a workbook style exercise to help students make a personal change **The 4 Disciplines of Execution: Revised and Updated** Chris McChesney, Sean Covey, Jim Huling, Scott Thele, Beverly Walker, 2022-04-19 Outlines a proven formula for achieving goals explaining how individuals and organizations can hone four execution based skills in areas of focus documentation and accountability *Leading Loyalty* Sandy Rogers, Leena Rinne, Shawn Moon, 2019-04-16 In business it s not enough for people to like you they need to love you Learn how building loyalty and modeling great customer service behavior to develop frontline teams is the key to building raving fans To thrive in today s economy it s not enough for customers to merely like you They have to love you Win their hearts and they will not only purchase more they ll talk you up to everyone they know But what turns casual customers into passionate promoters and lifelong buyers Loyalty experts at FranklinCovey set out to unlock the mysteries of gaining the customer s loyalty In an extensive study that involved 1 100 stores and thousands of people they isolated examples that stood

out in terms of revenues and profitability They found that these campfire stores burned brighter than the rest thanks to fiercely loyal customers and the employees who delight in making their customers lives easier Full of eye opening examples and practical tools Leading Loyalty helps you infuse empathy responsibility and generosity into every interaction and Make warm authentic connections Ask the right questions and listen to learn Discover the real job to be done Take ownership of the customer s issue Follow up and strengthen the relationship Share insights openly and kindly Surprise people with unexpected extras Model teach and reinforce these essential behaviors through weekly team huddles It s time to invest in building loyalty Leading Loyalty reveals the principles and practices of everyday service heroes the customer facing employees who cultivate bonds and lift revenues through the roof

Master Mentors Volume 2 Scott Jeffrey Miller, 2022-10-04 Experience a quantum leap in your personal mindset and career toolset through 30 transformative insights from Our world s greatest minds Mining the best and brightest revelations from FranklinCovey s global podcast On Leadership With Scott Miller Scott personally introduces you to 30 Master Mentors featuring the single most transformative insight from each of them Depending on where you are in your journey Master Mentors will Challenge your current mindset and beliefs leading to what could be the most important career and thoughtprocess shifts of your life Restore you to the mindset and beliefs you find effective but aren t currently living in alignment with Validate that you are on the right path with your current mindset and beliefs and empower you on your way forward Whether you are challenged affirmed informed or inspired Master Mentors guarantees you will Experience a transformative shift in your personal mindset life skillset and career toolset

The Top Books of the Year The 5 Choices The Path To Extraordinary Productivity The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. The 5 Choices The Path To Extraordinary Productivity : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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