

THE

5 CHOICES

THE PATH TO
EXTRAORDINARY
PRODUCTIVITY

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The 5 Choices The Path To Extraordinary Productivity

Scott Stein



The 5 Choices The Path To Extraordinary Productivity:

The 5 Choices Kory Kogon, Adam Merrill, Leena Rinne, 2014-12-30 Time management for the 21st century Jacket *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 Procrastination Economy** Ethan Tussey, 2020-04-01 2018 Outstanding Academic Title given by Choice Magazine How mobile devices make our in between moments valuable to media companies while also providing a sense of control and connection In moments of downtime waiting for a friend to arrive or commuting to work we pull out our phones for a few minutes of distraction Just as television reoriented the way we think about living rooms mobile devices have taken over the interstitial spaces of our everyday lives Ethan Tussey argues that these in between moments have created a procrastination economy an opportunity for entertainment companies to create products apps platforms subscription services micropayments and interactive opportunities that can colonize our everyday lives But as

businesses commoditize our free time and mobile devices become essential tools for promotion branding and distribution consumers are using these devices as a means of navigating public and private space These devices are not just changing the way we spend and value our time but also how we interact with others and transform our sense of the politics of space By examining the four main locations of the procrastination economy the workplace the commute the waiting room and the connected living room Ethan Tussey illuminates the relationship between the entertainment industry and the digitally empowered public

Project Management for the Unofficial Project Manager (Updated and Revised Edition) Kory Kogon, Suzette Blakemore, 2024-01-16 No project management training No problem In today's workplace employees are routinely expected to coordinate and manage projects Yet chances are you aren't formally trained in managing projects you're an unofficial project manager Franklin Covey experts Kory Kogon and Suzette Blakemore understand the importance of leadership in project completion and explain that people are crucial in the formula for success This updated and revised edition of Project Management for the Unofficial Project Manager offers practical real world insights for effective project management and guides you through the essentials of the value people and project management process Scope Plan Engage Track and Adapt Close If you're struggling to ensure multiple projects are finished with high value and on time this book is for you If you manage projects without the benefit of a team this book is also for you Change the way you think about project management project manager may not be your official title but with the right strategies you can excel in this project economy

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

Everyone Deserves a Great Manager Scott Jeffrey Miller, Todd Davis, Victoria Roos Olsson, 2019-10-08 Learn how to become a great manager in this Wall Street Journal bestseller from the leadership experts at FranklinCovey The essential guide when you make the challenging yet rewarding leap to manager Based on nearly a decade of research on what makes managers successful Everyone Deserves a Great Manager includes field tested tips techniques and the top advice from hundreds of thousands of managers all over the world Organized by the four main roles every manager fills this must read guide focuses on how to lead yourself people teams and change to success No matter what your current problem or time constraint pick up a helpful tip in ten minutes or glean an entire skillset by developing people skills and clarity through straightforward advice Dive into common managerial tasks like one on ones giving feedback delegating hiring building team culture and leading remote teams with useful worksheets and a list of questions for your next interview An approachable engaging style using real world stories Everyone Deserves a Great Manager provides the blueprint for becoming the great manager every team deserves

Leadership Hacks Scott Stein, 2022-07-05 FINALIST in the award for LEADERSHIP The Australian Business Book Awards Hack your leadership and improve your approach With rapid change and hybrid workplaces becoming the new way of working leaders are struggling to achieve their outcomes How do you stay ahead in the face of constantly shifting priorities competitors and deadlines With this fully revised and updated edition of Leadership Hacks you ll discover how to cut through the madness and get back to achieving results Author Scott Stein helps leaders from CEOs to frontline managers to small business owners identify ways to make a difference to the people they manage and the tasks they undertake Here he details proven hacks at every level personal one on one team hybrid and remote With his tips shortcuts and advice you can rise above the daily deluge and make real progress This is a book for leaders looking for the life work and business hacks that will help you manage and inspire others Whether you re feeling burned out or thriving but still looking for better strategies to get things done and stay on top this book will open your mind to new possibilities If you re leading a hybrid workforce you ll especially love the hacks for keeping your people productive and reducing costs identify what distractions slow you down fast track your productivity to do more in less time streamline delegation so your people perform faster learn the communication and technology shortcuts that get faster results create and lead a hybrid workforce that increases performance Leadership Hacks shows you how to

hack your day shift your approach and boost your communication so you can lead in a more effective and efficient way no matter where your team is *The Organized and Engaged Supervisor* Behnam Bakhshandeh,Aileen G. Zaballero,William J. Rothwell,2025-06-30 Balancing organization and engagement is the cornerstone of a workplace where supervisors and their teams can genuinely thrive Effective organization goes beyond checking boxes and meeting quotas it s about creating an environment where clear direction and supportive leadership enable everyone to do their best work Supervisors play a pivotal role in this dynamic navigating their own tasks while guiding their teams and meeting the expectations of clients and higher management The challenge is maintaining this balance managing projects and leading with limited time and resources Success demands more than good intentions it requires strong organizational skills to foster harmony streamline efforts and reduce stress However even the most meticulously organized supervisor can t optimize their teams without veritable engagement Lasting success comes from integrating structure with human connection A great supervisor allocates resources effectively and builds an atmosphere where employees feel valued motivated and genuinely connected to their work This book is your comprehensive guide to mastering this delicate balance Packed with practical insights and proven strategies this book will help elevate your leadership skills and team dynamics creating a culture where productivity and commitment are seamlessly intertwined **Hybrid Workplace Hacks** Scott Stein,2022-07-11 Hack your way to a better hybrid workplace The COVID 19 pandemic forced many employees to vacate the office and work from their homes and find new ways of working Now employees are demanding more workplace flexibility something between the daily office grind and working alone at home Hybrid workplaces allow for the best of both worlds to create a unified culture between on site and off site employees So in order to retain valued staff it s up to business leaders to get hybrid right In *Hybrid Workplace Hacks* Scott Stein leadership expert and best selling author of *Leadership Hacks* reveals proven hacks to make your hybrid workplace a resounding success no matter where your employees are Through in depth case studies and relevant tips and tricks you ll learn the hybrid trends and how to navigate them which hybrid model is right for your business how home and office layouts help or hinder hybrid success the tools you ll need to keep employees engaged how to foster an effective hybrid culture Hybrid is the new way of working and it s here to stay In *Hybrid Workplace Hacks* you ll learn the best techniques for working and leading more flexibly and discover how to make hybrid work for your team for winning results *One Second Ahead* Rasmus Hougaard,Jacqueline Carter,Gillian Coutts,2016-02-16 Researchers have found that the accelerated pace of modern office life is taking its toll on productivity employee engagement creativity and well being Faced with a relentless flood of information and distractions our brains try to process everything at once increasing our stress decreasing our effectiveness and negatively impacting our performance Ironically we have become too overworked unfocused and busy to stop and ask ourselves the most important question What can we do to break the cycle of being constantly under pressure always on overloaded with information and in environments filled with distractions Do we need to accept this as the new

workplace reality and continue to survive rather than thrive in modern day work environments Thankfully the answer is no In their new book ONE SECOND AHEAD Enhance Your Performance at Work with Mindfulness Palgrave Macmillan November 2015 Rasmus Hougaard Jacqueline Carter and Gillian Coutts demonstrate that it is possible to train the brain to respond differently to today's constant pressures and distraction All it takes is one second They propose that we need to learn to work differently so we are more focused calm and have less clutter in our mind so we can better manage our time and attention What if we could hit the pause button on our day step back and meet challenges with a sense of clarity and purpose And what if there was a way not just of getting things done but ensuring that what does get done are the right things to do Based on a program in corporate mindfulness designed by Hougaard and the partners of The Potential Project One Second Ahead provides practical tools and techniques as well as real world examples and lessons from organizations that have implemented mindfulness on a large scale Thoroughly tested in a diverse range of industries this program has resulted in measurable increases in productivity effectiveness and job satisfaction With the new mindset proposed in One Second Ahead readers will be able to put an end to ineffective multitasking unproductive meetings poor communication and other unhealthy workplace behaviors by applying mindfulness to every day work life All too often we think that being mindful requires engaging in a special activity like meditation or yoga Sure these activities are beneficial and important to train the mind but there are many simple things we can do to be mindful all day long One Second Ahead is a handbook for more mindful work that offers Practical easy to apply tools and techniques to enhance performance and effectiveness in day to day work activities such as meetings emails communication planning creativity and more Real world stories of how mindfulness changed the workdays of leaders and front line employees Tips for cultivating mental strategies and routines that can reduce clutter increase focus and rewire your brain to enhance presence patience kindness and other valuable mind states Simple yet detailed step by step instructions for a more systematic approach to mindfulness training to enhance focus and awareness Guidelines for a 10 minute per day mindfulness program that can reshape your life both at work and at home A reproducible planning worksheet and further resources in the Appendix One Second Ahead can transform daily work life by helping individuals and teams realize more of their potential through greater focus and awareness The tools and techniques in this book can transform individual and organizational performance one mind at a time

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

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 *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.

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