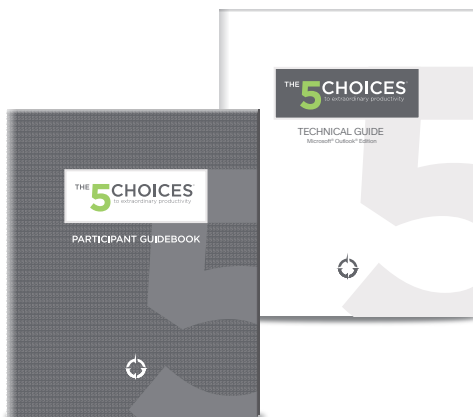


SECTION	OUTCOME / OBJECTIVE
ACT ON THE IMPORTANT, DON'T REACT TO THE URGENT®	In today's world, people are drowning in email, overwhelmed with demands, and trying to do more with less. This solution helps participants filter the vitally important priorities from distractions so they can focus on making a real contribution.
GO FOR EXTRAORDINARY, DON'T SETTLE FOR ORDINARY®	Everyone wants to make a difference, but competing priorities often prevent them from achieving extraordinary results. Participants redefine their roles in terms of extraordinary results to achieve high-priority goals.
SCHEDULE THE BIG ROCKS, DON'T SORT GRAVEL®	The crushing increase in workday pressures can make people feel helpless and out of control. The <i>5 Choices</i> helps participants regain control of their work and lives through a cadence of planning and execution that produces extraordinary outcomes.
RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU®	An electronic avalanche of email, texts, and social media alerts seriously threaten productivity more than ever before. Through the <i>5 Choices</i> , participants leverage their technology and fend off distractions by optimising platforms like Microsoft® Outlook® to boost productivity.
FUEL YOUR FIRE, DON'T BURN OUT®	Today's exhausting, high-pressure work environment burns people out at an alarming rate. Applying the 5 Energy Drivers, participants benefit from the latest in brain science to consistently recharge mentally and physically.



PRODUCT INCLUDES

- Participant Guidebook
- Technical Guide with instructions on how to maximise use of Microsoft Outlook, Lotus Notes®, Google®, etc.



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