



Overview

The FOCUS: Achieving Your Highest Priorities workshop is the anchor of the FranklinCovey Focus Solution. This one-day course teaches productivity skills integrated with a powerful planning system that helps employees clarify, focus on, and execute the highest priorities—personally and professionally.

Who Should Attend

All workers within an organization who need to make improvements in their personal and professional productivity.

Workshop Features

- Includes the Focus Assessment—a pre- and post-workshop evaluation—to infuse in the learner greater meaning of the course content and to measure productivity improvement
- Teaches how to integrate and use planning tools such as the Franklin Planner®, PDA, and PlanPlus™ for Microsoft® Outlook®
- Provides participants clear understanding of how to generate passion and engagement in their personal and professional lives
- Establishes a goal-setting process to help the learner become more focused
- Gives technology tips and best practices to help learners manage the onslaught of information they receive daily

Learning Objectives

Participants who experience the Focus workshop discover how to:

- Apply a goal-setting process that gets results
- Stay focused every day with a reliable planning system that integrates the tools they use (planner, PDA, desktop)
- Achieve balance and renewal in their lives to avoid burnout and cycles of frustration
- Gain control of the competing demands on their time—e-mail, voice mail, meetings, and interruptions
- Reduce stress by recognizing and eliminating low-priority activities and distractions

Course Format

Taught as a one-day, facilitator-led workshop in a corporate onsite or public seminar setting.

Facilitator Certification

Facilitators can become certified to teach the new Focus workshop through a three-day certification class. Individuals who are currently certified in and are actively teaching What Matters Most® can self-certify. Other certification options are available.



