

# Participant Roadmap

Your Guide to the Empowered Productivity™ Online Training Program – Part 1



<b>KEY:</b>	
PW	= Participant Workbook
R	= Reference Guide
T	= Tool
A	= Article

## 2 Attention Management

Lesson	Length	Support Files
<b>2.1 The Time Management Myth</b>	6 min.	<b>PW:</b> pg. 10
<b>2.2 Attention Management</b>	4 min.	<b>PW:</b> pg. 11
<b>2.3 Control Your Environment</b>	6 min.	<b>PW:</b> pg. 12 <b>R:</b> Helpful Resources doc <b>T:</b> DND Sign
<b>2.4 Control Your Technology</b>	4 min.	<b>PW:</b> pg. 15-16
<b>2.5 Control Your Behavior – Mindfulness</b>	8 min.	<b>PW:</b> pg. 17-18 <b>R:</b> Helpful Resources doc
<b>2.6 Control Your Behavior – Focus</b>	3 min.	<b>PW:</b> pg. 19
<b>2.7 Control Your Behavior – Tech-Free Time</b>	2 min.	<b>PW:</b> pg. 20-21
<b>2.8 Focus Limits</b>	2 min.	<b>PW:</b> pg. 22 <b>R:</b> Helpful Resources doc
<b>2.9 Multi-Tasking</b>	6 min.	<b>PW:</b> pg. 23-24 <b>R:</b> Helpful Resources doc
<b>2.10 Flow</b>	3 min.	<b>PW:</b> pg. 25-26 <b>R:</b> Helpful Resources doc
<b>2.11 Awareness Exercise</b>	2 min.	<b>PW:</b> pg. 27-28 <b>T:</b> Awareness Worksheet
<b>2.12 Lesson 2 Q&amp;A</b>	10 min.	<b>PW:</b> pg. 29 <b>R:</b> FAQs <b>R:</b> Productivity Tips

## 1 Introduction to Empowered Productivity

Lesson	Length	Support Files
<b>1.1 About Maura</b>	1 min.	<b>PW:</b> pg. 7-8 <b>T:</b> Daily Journaling Page & Instructions

## 3 Defining Empowered Productivity

Lesson	Length	Support Files
<b>3.1 Empowered Productivity</b>	5 min.	<b>PW:</b> pg. 31-32
<b>3.2 The Lion Syndrome</b>	3 min.	<b>PW:</b> pg. 33-34
<b>3.3 The Eisenhower Matrix – Shoulds</b>	7 min.	<b>PW:</b> pg. 35-36 <b>R:</b> Sharing Economy
<b>3.4 The Eisenhower Matrix – Crises</b>	4 min.	<b>PW:</b> pg. 37-39 <b>T:</b> Plan for the Unexpected Sign <b>R:</b> Productivity Tips
<b>3.5 The Eisenhower Matrix – Reactive and Proactive</b>	3 min.	<b>PW:</b> pg. 40-41

# 4 Action Management

Lesson	Length	Support Files
<b>4.1 Types of Distraction</b>	1 min.	<b>PW:</b> pg. 43
<b>4.2 The Importance of Action</b>	7 min.	<b>PW:</b> pg. 44-45 <b>R:</b> Action Quotes
<b>4.3 Puzzle Metaphor</b>	4 min.	<b>PW:</b> pg. 46
<b>4.4 Five Ways to Organize Information</b>	7 min.	<b>PW:</b> pg. 47
<b>4.5 "Next Actions" Category</b>	1 min.	<b>PW:</b> pg. 48 <b>T:</b> Action Words list
<b>4.6 "Projects" Category</b>	7 min.	<b>PW:</b> pg. 49
<b>4.7 "Waiting For" Category</b>	5 min.	<b>PW:</b> pg. 50
<b>4.8 "Talk To" Category</b>	4 min.	<b>PW:</b> pg. 51
<b>4.9 "Future" Category</b>	1 min.	<b>PW:</b> pg. 52
<b>4.10 "Someday/Maybe" Category</b>	1 min.	<b>PW:</b> pg. 53
<b>4.11 "Location" Category</b>	2 min.	<b>PW:</b> pg. 54
<b>4.12 Speedbumps</b>	1 min.	<b>PW:</b> pg. 55
<b>4.13 Getting Specific</b>	6 min.	<b>PW:</b> pg. 56 <b>T:</b> Action Words list <b>A:</b> How to Stop Procrastination and Improve Productivity <b>A:</b> Make Your To-Do List Actionable
<b>4.14 Getting Realistic</b>	9 min.	<b>PW:</b> pg. 57
<b>4.15 Getting More Done</b>	10 min.	<b>PW:</b> pg. 58 <b>T:</b> Action Words list <b>R:</b> Helpful Resources doc <b>A:</b> Working More Than 50 Hours a Week Makes You Less Productive <b>A:</b> Science Says Don't Work More Than This Many Hours in a Day
<b>4.16 Lesson 4 Q&amp;A</b>	13 min.	<b>PW:</b> pg. 59 <b>R:</b> FAQs <b>R:</b> Productivity Tips
<b>4.17 Self-Assessment: Question 3</b>	4 min.	<b>PW:</b> pg. 60

# 5 Productivity Tools

Lesson	Length	Support Files
<b>5.1 The Productivity Formula</b>	4 min.	<b>PW:</b> pg. 62 <b>A:</b> Until You Have Productivity Skills, Productivity Tools Are Useless
<b>5.2 PIMs</b>	4 min.	<b>PW:</b> pg. 61 <b>A:</b> Be Efficient with Your Notes
<b>5.3 Your Command Center</b>	2 min.	<b>PW:</b> pg. 63 <b>R:</b> Helpful Resources doc
<b>5.4 Business vs. Personal</b>	1 min.	<b>PW:</b> pg. 64
<b>5.5 Operating Systems and Support Tools</b>	6 min.	<b>PW:</b> pg. 65 <b>R:</b> Helpful Resources doc
<b>5.6 Application: Selecting Your Task Manager</b>	As needed	<b>PW:</b> pg. 66 <b>T:</b> Outlook Instructions <b>T:</b> Todoist Instructions <b>T:</b> Instructions for Working in Offline Mode
<b>5.7 Application: Brain Dump</b>	As needed	<b>PW:</b> pg. 67-68 <b>T:</b> Processing Your Brain Dump <b>T:</b> Brain Dump Prompt List <b>R:</b> Brain Dump Audio Clip
<b>5.8 Application: Check Your Work</b>	As needed	<b>PW:</b> pg. 69 <b>R:</b> Helpful Resources doc
<b>The Weekly Update</b> (no video lesson; Participant Workbook only)	Weekly	<b>PW:</b> pg. 70



**Congratulations on completing the Empowered Productivity™ Online Program – Part 1!**

Don't forget to sign up for email follow-up reminders on the Resources page.