Introduction to Empowered Productivity™

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Action Management (cont.)

Program Tips

We've designed a comprehensive program for you to learn about and implement the Empowered Productivity™ System in your life. To ensure you take full advantage of the program and what it has to offer, here are a few quick tips about the online training and how to navigate it most effectively.

Tips for Success

- **Use Your Resources** – We've developed many different resources to round out what's covered in the video lessons, everything from quick reference guides and additional reading, to this Participant Workbook. You can find all of these in the *Resources* section of the online platform.

- **Take Notes** – studies show that taking notes by hand helps you learn (read this to learn more). We've even designed a special **Notes and Doodles page** for you (posted in the *Resources* section).

- **Schedule Learning Time** – Commit to completing the program in a timely manner. We suggest a week or less for the first time through. Be proactive and maintain your momentum by blocking off time in your schedule each week to review the lessons and complete the recommended follow-up work. In most cases, even 10 minutes at a time is helpful. Use the **Participant Roadmap** to review the timing of each lesson so that you can schedule accordingly.

- **Find an "Accountability Buddy"** – Partner with a friend or colleague to help you stay accountable to applying the Empowered Productivity System to your life. If they're also completing the program, set aside time to share what you've learned with one another each week.

Lessons and Navigation

- **Watch the Lessons in Order** – The video lessons are designed to build upon one another so you will not be able to progress through the program without watching the previous lesson/section first.

- **Don't Forget the Quiz!** – Each lesson has 2-3 simple quiz questions to assist with learning recall. If you're not quite sure about the answer, reference that lesson's page in your **Participant Workbook** for a little assistance.

- **"Mark Complete" to Continue** – We want to make sure you're ready to move forward to the next lesson/section so you will need to click the "Mark as Complete" button at the end of each lesson/section to access the next video. Once you do so you will be able to move forward and backward as you like throughout the program.

Quizzing

- **Passing Score Not Required** – As mentioned in the previous section, the quizzes are designed for learning recall, not as a requirement to move to the next lesson. However, the questions are scored so that you can get a gauge of any content you may want to review again. There is no minimum passing score required for each lesson.

- **Check Your Scores** – If you do get a question incorrect and want to review your answers, simply click the "View Questions" button at the end of the quiz to see the questions and correct answers.

- **Try it Again** – If you miss a question, you can always go back and complete the quiz again. Just click the "Restart Quiz" button and then "Start Quiz" to give it another try!

- **Don't Forget to "Mark Complete"** – After you finish the quiz, click "Back to Lesson" to return to the video lesson. Then click the "Mark as Complete" button at the bottom of the screen to move on to the next lesson.

  » *Note*: If you already clicked "Mark Complete" before starting the quiz, the button will read "Next Lesson."

Resources

- **Use Your Participant Workbook** – The **Participant Workbook** was created to be your companion through the Empowered Productivity™ Online Training Program. The workbook has relevant information, questions, and exercises to accompany each lesson so that you can take your learning from each video and apply it to your life.

- **Check Out Your Participant Roadmap** – The **Participant Roadmap** outlines all of the lessons in the program, the length of each video, and any accompanying resources for that video. That way you can see at-a-glance what we've created to support the content for each lesson.

- **Find Your Resources** – As mentioned, all support documents are located under the *Resources* tab of the online platform. Before you begin, it may be helpful to click over to that space and browse what's available to you.

- **Look Below the Video Player** – For every lesson, we've included links to any relevant resources below the video player. In some cases it's simply the page(s) from the Participant Workbook that match that video. In other lessons there is additional reading or other tools. As a reminder, all of these resources are still posted under the *Resources* tab for you to access at any time.

- **Engage with the Forum** – A user **Forum** has been built into the user portal. We've included some Frequently Asked Questions and answers to get you started, but please post your own questions and thoughts about the program. To access it, click the *Forum* tab from the top menu.

Icon Key

The participant workbook uses icons to highlight information and activities throughout the material. Below is a key for the icons you'll find throughout this workbook.

1.1 Video number

The online program has a unique cataloging system; each video has its own identifier in the platform. Use this number to identify a video's location in the program and match it to your participant workbook.

Key Point

This icon highlights key points or topics covered in the video.

Resource

The online platform contains a host of resources to accompany the videos. This icon indicates that you can find more information in the Resources section of the platform.

Activity

We know a key part of learning is action; this icon means we've created an exercise for you to complete before moving on to the next video.

Reflection

Learning has a stronger impact when you reflect. This icon means we've provided questions or activities relative to the information covered in the video to facilitate behavior change.

Take Action

Similar to the Reflection icon/experience, the Take Action icon means we've given you a specific task to act on the key concepts in the video.

Notes

Studies show that taking notes by hand helps you learn. When you see this icon, it means we've provided space to take notes. A blank notes page is also provided in the Appendix.

Doodles

We know not everyone learns by writing in a nice, lined space, so we've created space for you to capture images, doodles, graphics or anything else that might help you retain the information in the videos. A Doodles page is also provided in the Appendix.

Attention Management

The Time Management Myth

🔑 Key Points

- Time management is only relevant when you are in control of your attention.
- When you control your attention, it allows you to live a life of choice and be the person you want to be.

Attention Management

ATTENTION MANAGEMENT™ is the ability to...
UNLEASH YOUR GENIUS
CONTROL YOUR DISTRACTIONS
MAXIMIZE YOUR FOCUS
BE PRESENT IN YOUR MOMENTS
ENGAGE YOUR FLOW
ACHIEVE YOUR SIGNIFICANT RESULTS
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💡 Reflection

Take a few minutes to reflect on the questions below—if you'd like to take notes you can find a copy of our Notes page in the workbook Appendix or the Resources section of the portal.

How many of Maura's examples resonate with your day-to-day experiences?

None	A few	Many	Most	All

Do you typically focus more on managing your time or managing your attention?

Time	Attention

Do you feel like you are living a life of choice?

Yes	Sometimes	No

2.2 Attention Management

Control Your Attention, Control Your Life

Attention ▶ Experiences ▶ Life

> **"My experience is what I agree to attend to."**
>
> ~William James

💡 Reflection

On a scale of 1-10, how effective are you when it comes to controlling your attention?

1   2   3   4   5   6   7   8   9   10

Not Effective   I Do Okay   Very Effective

What is something that's been on your mind or your list for a long time that you still haven't done?

_____

_____

_____

What would your life look like if you were able to better manage distractions? What could you achieve?

_____

_____

_____

2.4 Control Your Technology

🔑 Key Points

▪ Technology exists for our convenience, not to allow unlimited interruptions to derail our progress.

▪ Controlling your technology allows you to better manage how and when you choose to shift focus.

▪ Your ability to control your attention is your defense against all the things looking to steal it.

Technology Tips

▪ Put your phone on Do Not Disturb or Silent (this is different than Vibrate).

▪ Be very selective about your push notifications—which ones do you *really* need? (Hint: only the ones that truly serve you.)

▪ Configure the email fetch settings on your smart phone to "Manual" so that you only get email when you decide you want it.

👤 Activity

Distraction Log

Set a timer for 20 minutes and go about your everyday work. Make a mark in the space below each time you switch attention for no apparent reason. For example, each time you check your phone or look at non-work-related items on your computer.

Distraction Tally

Total: _____

Reflection

Respond to the questions below after completing the Distraction Log Activity.

Were you surprised by your tally results? Why or why not?

_____

_____

_____

_____

What impact does this behavior have on your ability to control your attention?

_____

_____

_____

_____

As it relates specifically to the ways you're allowing technology to control your attention, no matter how big or small, what are 1-2 things you are going to do differently to control your technology?

1. _____

_____

2. _____

_____

2.7 **Control Your Behavior**

Tech-Free Time

🔑 Key Points

- Disconnecting from technology is a great way to break the distraction habits it has created.

- Getting out in nature (without technology!) can help you slow down and reconnect with your ability to focus.

- The Slow Movement / Sabbath Manifesto both outline ways to slow down and pay closer attention to your world.

> 📎 *See the Resources section for additional reading and resources on the Slow Movement and Sabbath Manifesto*

💡 Reflection

When, if ever, do you disconnect from technology? (And putting your phone by your bed when you sleep doesn't count.)

_____

_____

How do you think tech-free time might benefit you personally?

_____

_____

Take Action

Select 30 minutes this week to completely disconnect from technology. After, use the questions below to reflect on how this experience impacted your attention and your life.

How was this experience for you? How did it affect you?

_____

_____

What went well? What didn't go well?

_____

_____

_____

What insights did you gain from having tech-free time?

_____

_____

What are you going to do differently as a result of this experience?

_____

_____

_____

Lesson 2 Q&A

Visit the Resources section for a full list of Questions and Answers (FAQs) from this course.

Your Own Questions

What questions do you have about any topics covered during this section of the course? Capture them below and then browse the online Forum (in the course portal) for commonly asked questions and responses from Maura.

_____

_____

_____

_____

_____

_____

_____

Appendix

Notes and Doodles Page

✏️ My notes on this section...

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_____

_____

_____

_____

_____

My images, doodles, and other free thoughts