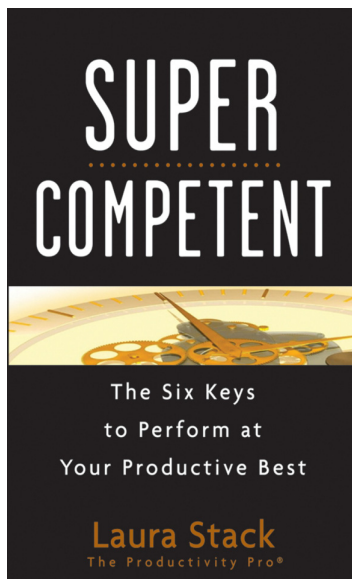


# SUPERCOMPETENT

The Six Keys to Perform at Your Productive Best



## PROGRAM DESCRIPTION

In this competitive economy, just being able to do your job is no longer enough. Competence is expected; you've got to be Super Competent to get an edge. Whether you're an employee, an entrepreneur, a team leader, or all of the above, SuperCompetent will give you proven methods to reach your and your team's maximum potential and achieve breakthrough results.

You'll get to your productive best by mastering six keys to peak performance:

1. *Activity*: the value and importance you place on your work
2. *Availability*: your ability to master your schedule
3. *Attention*: the capacity to focus intently and concentrate on tasks
4. *Accessibility*: the ability to organize the inputs and outputs in your life
5. *Accountability*: the extent to which you take personal responsibility for your actions and outcomes
6. *Attitude*: your motivation, drive, and proactiveness

SuperCompetency is not about mantras but about mindsets. SuperCompetent will transform how you think. Let Laura Stack, The Productivity Pro®, give you a clear and practical system for achieving Maximum Results in Minimum Time®.

## COURSE OBJECTIVES

» Create systems to perform tasks more efficiently, so you can leave the office on time	» Accomplish the day's most profitable and valuable activities
» Refuse requests when appropriate and learn to say no graciously	» Push tasks down to the lowest level of responsibility, trusting others to do their jobs
» Limit your multi-tasking in order to maximize your focus and productivity	» Create the perfect time management system for your personality, environment, and work situation
» Organize your email and regularly empty your inbox	» Track your historical communications, phone calls, and meeting results
» Work efficiently and get a lot accomplished while traveling	» Increase team efficiency by improving unusually lengthy or inefficient processes
» Make decisions quickly, once you have all the information you need	» Remain open to change and always seek better solutions