



“Things which matter most must never be at the mercy of things which matter least.” –Goethe

Do What Matters Most™

In our research of **more than 1,260 managers**, we found that **68% feel their biggest challenge is how to prioritize their time**, yet 80% of those same people do not have a process to do what matters most. **Do What Matters Most** covers three high-performance habits you can use to prioritize time and increase productivity by at least 30-50%. This translates into better leadership, increased sales, higher profitability, and an improved culture.

Who Needs Do What Matters Most Training?

Nobody gets a degree in productivity. You hire people for their technical skills and experience. But few—if any—are well versed in managing their workflow and consistently doing what matters most. And when even just a couple of team members spend valuable time focused on the wrong things, their unproductive use of time significantly and negatively impacts stress levels, innovation, execution, and engagement for the rest of the team.

Do What Matters Most teaches your people at every level, and in any role, the three high-performance habits you can use to prioritize time and increase productivity.

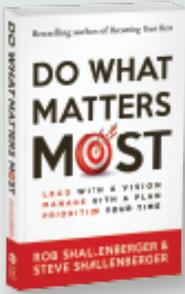
What Does Do What Matters Most Training Teach?

Do What Matters Most teaches participants how to:

- Use our proprietary “Do What Matters Most Matrix” to spend time focused on the right things at the right time.
- Develop a clearly written personal vision to determine what matters most.
- Set specific goals by role that are measurable and align with the vision.
- Apply a simple process called Pre-Week Planning™ to schedule their priorities rather than prioritize their schedule.
- Align time and resources to be proactive rather than reactive.

Benefits of The Do What Matters Most Training

If a pencil is dropped repeatedly, it will fall to the floor every single time because of the law of gravity, Do What Matters Most is founded on equally powerful principles that are just as predictable as gravity. When a person implements these three habits, performance and productivity go up 100% of the time. Results are seen at every level—personal, team, and organizational.



About The Book

Coming Winter of 2021, the new release Do What Matters Most details the 3 key habits to prioritize time and

Do What Matters Most

Training Delivery Options

Do What Matters Most Training is available in the following delivery options:



In-Person: Live classroom style training.



Live-Virtual: An instructor led, virtual training.



On-Demand: On-demand training to fit your schedule.

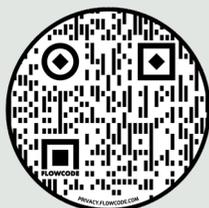
Implementation Options

We offer three different ways to implement training:

Public Workshop—Your employees attend a pre-scheduled public workshop (live or virtual).

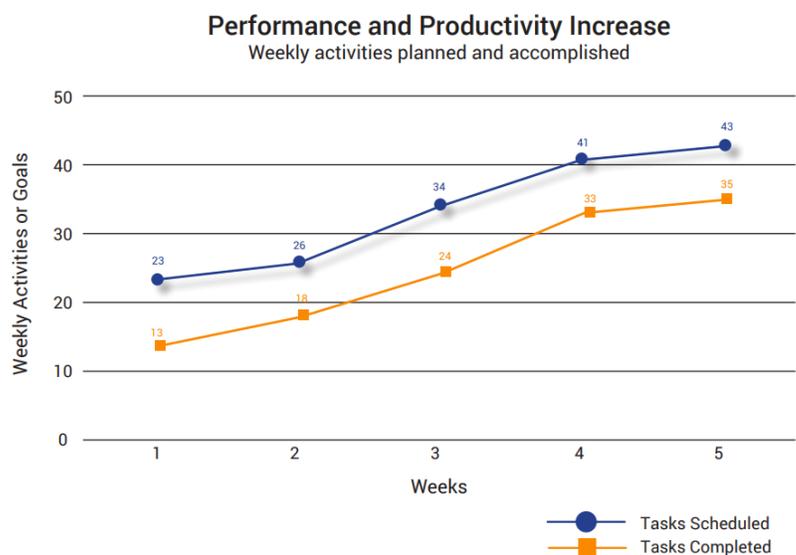
In-House Training—One of our expert trainers will train your team at the location you specify (this can also be done virtually for your team).

Trainer Certification—Individuals or trainers from your organization get certified to teach the course within your company.



Effectiveness

Do What Matters Most participants consistently report that these habits changed their lives and helped them take control of their time. In addition, our research shows that a person who incorporates these habits will accomplish an additional 500 – 1,000 meaningful activities in a year – all while experiencing less stress! Below is a graph demonstrating the average increase in weekly activities planned and accomplished for a group of executives that applied the Do What Matters Most tools and processes.



Engagement

Private, public, and government organizations around the world have seen first-hand the impact these three habits have had on their people. From the CEO, to the front-line employee, you will see massive improvements when your team members are empowered with a new mindset and skillset to do what matters most.

This is not another flavor of the month, instead the Do What Matters Most habits are something that becomes a part of a person's DNA and a team culture. People love the simplicity because these new habits are so simple to implement into their daily lives.