

The Modern Personal Productivity Playbook

MANAGEMENT ESSENTIALS

1 Week Experience

In a world where resources are tight, demands are high, and our devices are always connected, it is an understatement to say that leaders are busier than ever. But are they truly productive? When a lack of productivity causes the workday to spill over and intrude on home life, it can lead to loss of balance, anxiety, frustration, and ultimately burnout.

Join Alex Cavoulacos, co-founder and former President of The Muse, as she guides you on the path to become more productive at work, achieve better work/life balance, and improve performance. Participants will learn how to manage their time, tasks, correspondence, and energy. Additionally, they will explore how to use these newfound tools to better their employees' productivity.

Key Learnings

- Identifying common impediments to productivity
- Managing (and sustaining) your energy and focus
- Taking back control of your time
- Prioritizing tasks
- Enhancing your team's productivity

Assignment Details: Create a Productivity Plan

- Leverage your personalized Productivity Plan to discover and document personal work and productivity preferences
- Choose appropriate strategies for managing time, tasks, correspondence, and energy
- Plan to mitigate personal stressors to maintain productivity

Estimated Time Commitment: 2 Hours

Expert Video Lectures: 30 Minutes

Assignment: 60 Minutes

Interactive Activities: 30 Minutes

Participants receive an ExecOnline Certificate upon completion.

Featured Leadership Expert: Alexandra Cavoulacos



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CAVOULACOS

Alex Cavoulacos is the co-founder and former President of The Muse, a values-based career platform used by over 75 million people and named by Fast Company as one of the 50 Most Innovative Companies in the World. She is currently the co-founder and CEO of Meta Angels; a frequent speaker on entrepreneurship, the future of work, productivity, and web3; and is also the co-author of the bestselling book *The New Rules of Work: The Modern Playbook for Navigating Your Career*.