

LEVEL 3: FOCUS & DIRECTION

MASTERING WORKFLOW SERIES

COURSE OVERVIEW

In the Level 3: Focus & Direction Course you will engage in clearly distinguishing your different Horizons of Focus[®] and using those frameworks to create, align with, and execute on desired results in work and life. What is the nature and quality of your often more subtle commitments and how you are navigating within them? We also explore the principles and power of outcome thinking and its effect on perception and performance. We reinforce how to translate commitments cross-horizon. How does your strategic plan relate to the actions on your lists? How do the meetings in your calendar point to the larger and bigger things to affirm what you're about? This level reinforces the idea of the "ultimate map room"—i.e. creating the orientation tools that optimize your experience, day to day. This allows you to see the best things to see, at any time, from the best perspective. We explore the principles and power of this kind of thinking and its effect on perception and performance. The course contents come together to assist you to define and structure your total "life management ecosystem" which will ensure creativity and fulfilling engagements. What defines the reaches and limits of what has your attention? How do you keep those boundaries current and appropriately sized? This course is about creating the optimal awareness, freedom, and capacity to "make it up and make it happen" —no matter what—for the rest of your life.

PARTICIPANTS GAIN

Deepened awareness and experience of the power of focus to affect perception and performance, plus practical techniques to utilize that principle. A holistic overview of all personal and professional commitments. Guidelines for achieving, maintaining, and regaining control and focus within the totality of one's life and work.

LEARNING OBJECTIVES

After completing this course, participants will be able to:

- Describe the Horizons of Focus[®] and how they can be managed
- Describe how focus and vision produce results in perception and performance
- Clarify direction and priorities using the coordinated components of the Series

PROGRAM OUTLINE AND FORMAT

Level 3: Focus & Direction is a one-day classroom learning experience. Completion of Level 2: Projects & Priorities is a prerequisite for participating in this course.

PARTICIPANT COURSE MATERIALS

- *Making It All Work* book by David Allen
- Participant Guide

ABOUT US

David Allen Company is a global training and consulting company, widely considered the leading authority in the fields of organizational and personal productivity.

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