

We are so excited to be taking this very next step with you towards improved work planning and productivity.

GOALS & EXPECTATIONS OF THE WORKSHOP

It's our goal to teach you core pieces of our Boldly Productivity & Planning System, including:

- Agency Blueprint
- Agency Building Blocks

During our time together, we will not only be educating you on our system but also spending time applying what we learn. When you leave the workshop, there will still be work to do - work planning must be completed, vetted and corrected, communicated, and more. It's a discipline and constant practice to ensure that goals are achieved and the contributors are advocated for.

GROUND RULES

We ask that leaders and participants lead by example - be present, participate, ask questions, and stay focused. Please schedule and plan around this workshop day so that you are not multi-tasking. We will have morning, lunch, and afternoon breaks throughout. Lunch will be on your own.

PRE-WORK REQUIRED BY WEDNESDAY, NOVEMBER 29

Please organize your agency's 2024 Goals and 90-Day Milestones using the provided template.

Use this Work Planning Wheel to help you formulate your priorities for the upcoming year.

