



North Carolina Oncology Management Society

## **The 5 Choices to Extraordinary Productivity**

*Presented by* – Marché Pleshette Barney, Sr. Delivery Consultant, Franklin Covey

7:00 AM – 8:00 AM	<b>Registration &amp; Continental Breakfast</b> <i>~ Meet and Greet Exhibitors –</i>
8:00 AM – 8:15 AM	<b>Welcome/Opening Remarks/Introduction of Speaker</b> <b>Kimberley Ross, RN, BSN, OCN - NCOMS President</b>
8:15 AM – 9:00 AM	<b><u>FOUNDATION</u></b> : Understand the key productivity problems of the 21 <sup>st</sup> century.
9:00 AM – 10:45 AM	<b><u>CHOICE 1 – Act on the Important Don't React to the Urgent</u></b> : Articulate the language and methodology of “discerning” important from less important.
10:45 AM – 11:15 AM	<b>Break ~ Visit Exhibitors</b>
11:15 AM – 12:15 PM	<b><u>CHOICE 2 – Go for Extraordinary, Don't Settle for Ordinary</u></b> : Structure what extraordinary looks like in their current, most important roles.
12:15 PM – 1:15 PM	<b>Lunch ~ Visit Exhibitors</b>
1:15 PM – 2:15 pm	<b><u>CHOICE 3 – Schedule the Big Rocks, Don't Sort Gravel</u></b> : Implement Weekly and Daily Q2 Planning processes to identify, schedule, and execute on high-impact priorities.
2:15 PM – 4:00 PM	<b><u>CHOICE 4 – Rule Your Technology, Don't Let It Rule You</u></b> : Explore how to manage appointments, tasks, contacts, notes, and documents. Apply demonstrated Outlook or Lotus Notes “Master Moves” and planning System to align your technology.
4:00 PM – 4:45 PM	<b><u>CHOICE 5 – Fuel Your Fire, Don't Burn Out</u></b> : Understand the impact of brain health and the 5 Energy Drivers on day-to-day performance.
4:45 PM – 5:00 PM	<b><u>QuickStart Plan &amp; Closing</u></b> – Put together a process for implementing the 5 Choices
5:00 pm	<b>Closing Remarks &amp; Adjourn</b>

### ***CEU Information***

***Workshop has the prior approval of AAPC for 7.0 CEU's***