

# INTRODUCTION

## MODULE 20

### Getting the Most Out of Yourself

You have amazing potential and abilities that you could never use if you worked full blast on yourself for the rest of your life.

Your goal must be to get the very most and the very best out of yourself — for yourself, your company and your family. By learning how to leverage your potential, to maximize your talents and abilities, you can get far more done in a shorter period of time than the average person.

We know more today about how you can get more out of yourself and contribute more to your situation than we have ever known before. The highest achieving, most successful and most respected men and women in every area of work are using these ideas, methods and techniques to dramatically increase their productivity, performance and output in everything they do.

In this program, you will learn a series of proven, tested ideas that you can apply immediately to become a more valuable and effective person in everything you do.

“Concentrate your  
powers. Identify  
what you are  
particularly good at  
doing and  
do more of it.”

## WHAT YOU WILL LEARN IN THIS SESSION

“Focus on your strengths. What are you uniquely capable of contributing to your situation?”

1. Developing a sense of urgency;
2. Using job compression to increase productivity;
3. Focusing on higher value tasks;
4. Reengineering your work;
5. Restructuring and personal strategic planning;
6. Reinventing yourself and your future;
7. Reorganizing and increasing your return on energy.