



The
Art **Done**
of

Enhancing Personal Productivity
Instruction by Dennis L. Warren, Sr.

The Art of Done - Introduction

- ***Focused primarily on personal productivity enhancements***
 - ***Benefits for home, work and skill development***
- ***Working to make Muskegon and West Michigan a preferred location!***
 - ***Strengthening our ability to create and sustain development; improve aspects of self worth***
- ***Be prepared to be creative - the how and when is a unique personal plan***
- ***Be candid with yourself - no group analysis or exercises***
- ***Free forum for open questions and sharing experiences***
 - ***More meeting than a lecture, please!***
- ***Sharing of experiences to better relate and spark creativity***
- ***Phones and other electronic communication devices***
 - ***Common courtesy PLEASE; step out if urgent to avoid distracting others***

The Art of Done - Day Agenda

Note: The agenda can be easily modified to accommodate scheduling for multiple, shorter duration sessions as well

- ***60 Minutes - Introduction and Self Assessment***
- ***60 Minutes - Building Block #1 - The Right Motivation***
- ***15 Minutes - Break***
- ***60 Minutes - Building Block #2 - Selecting What Is To Be Done***
- ***60 Minutes - Extended Break***
- ***60 Minutes - The How To Be Done Roadmap***
- ***15 Minutes - Break***
- ***60 Minutes - The Art of Flexibility and Adjustment***
- ***30 Minutes - Closing, Notes To Self and Training Survey***

The Art of Done - Why Important

- ***High school, college, technical and administrative training a great “tool box”***
- ***Individual tools alone do NOT get the job done***
 - ***Imagine the auto mechanic that has the BEST tools that money can buy, but lacked the appropriate training to fix your car!***
- ***Concepts and training provided in the Art of Done are seldom provided in the formal educational process or in on the job training (OJT)***
- ***Speed of information and data availability can blur focus and accomplishment***
 - ***The Jimmy John’s “fast delivery” expectation; what took you so long!***
- ***Only one substitution for hard work, quality consciousness and accomplishment focus***
 - ***It is called LUCK and you can do better***
- ***Critical to most of life’s potential for reward***
 - ***Minimal level just to survive!***
 - ***Earning power and potential for growth in a competitive / business environment***
 - ***Overall self esteem and fulfillment***

The Art of Done - About the Instructor

- ***Work and Business Management***
 - ***Precision Machinist***
 - ***Purchasing Agent***
 - ***BSIM Lawrence Technical University***
 - ***Industrial Engineer***
 - ***Supervisor to Manager to Director***
 - ***Multiple Site Management***
 - ***New business proposals / launches***
 - ***Labor Contract Negotiations***
 - ***Multiple Lean Sigma launches***
 - ***Responsible for 300 employees***
 - ***Program / Account Management***
 - ***Bonus and Retention Plans***
- ***Home, where it is always something!***
 - ***Three Siblings***
 - ***Married - 36 Years***
 - ***Father of four***
 - ***Youth Sports Management / Coaching***
 - ***Hobbies***
 - ***Investment and Tax Management***
 - ***Parish Council President***
 - ***Charitable Fundraising***