



Curated Learning Resources: Individual Productivity

In today's fast-changing workplace, being productive isn't only doing more, it's doing what matters most. This Skill Package brings together our best strategies, habits, and mindsets for boosting focus, maximizing impact, and building lasting professional relationships. From tackling your toughest tasks and managing energy to staying visible in remote environments and communicating with clarity, you'll gain actionable tools to work smarter, lead effectively, and thrive in any setting.

Key Takeaways:

- The daily actions that produce real momentum
- How to align daily tasks with long-term goals and team priorities
- The mindset shift you need to focus on meaningful, high-impact work
- Strategies for improving both professional and personal connections with awareness
- A framework for virtual communication (emailing, presenting, negotiating) across cultures
- Practical tools to enhance clarity and reduce miscommunication internationally
- Powerful but simple tips to help prioritize high-impact work over busy-ness

The Individual Productivity Skill Package Includes:

Articles & Job Aids

- 5 Unusual Productivity Tips
- 5 Ways to Work Smarter, Not Harder
- Increasing Productivity: Eating Frogs, Elephants, and Lunch
- Keeping Your Boss Updated on Your Work Without Being a Pain
- Ticking Items Off Your To-Do List Isn't the Same as Being Productive

Video & Audio

- Clock vs Contribution Focus
- One Key to Goal Achievement
- Essential Skills for Thriving in the Modern Workplace (A Conversation with Mark Herschberg)
- Building Exceptional Relationships (A Conversation with David Bradford and Carole Robin)
- How to Communicate Effectively With Anyone, Anywhere (A Conversation with Raul Sanchez & Dan Bullock)

Interested in bringing these resources inside your organization?

Need other skills or a custom package?

We will work with you to tailor skill packages to meet your needs – whether you want more content in a specific format, specific skills to be included, or a package on a different skill area, let's talk!

Talk to your Kevin Eikenberry Group representative or email us at info@kevineikenberry.com with your questions and to discuss learning needs.