

PRODUCTIVITY POWERHOUSE:

A Blueprint for Credit Union Success

VIEWER GUIDE

Focus on _____, not _____.

The most visible problems are rarely the issue. The _____ conditions are most critical.

_____ is fundamental to productivity.

Last-minute saves are not _____.

1. What are some common workarounds that you've observed or engaged in within your credit union?

2. What do you believe are some underlying conditions holding you or your credit union back?



SMARTER
Goals are:

S Specific
M Measurable
A Achievable
R Relevant
T Time-bound
E Exciting
R Risky

3. Write your No. 1 productivity goal for yourself or for your credit union. Fit it into the **SMARTER** framework.

4. List the first few steps you need to take to reach your goal.

Your _____ shape your _____.

To ensure you stay on track with your goals, set mini deadlines, conduct midpoint assessments, revise your methods or conclusions based on what you learn and rewards yourself and/or others when you complete a task. Then do it _____, and _____, and _____, and _____.

Beware the _____ band syndrome.

Your _____ is fixed but your _____ flexes.

Too often _____ trumps _____ tasks.

	Urgent	Not Urgent
Important		
Not Important		

5. What should you start doing to better manage your time?

5. What should you stop doing?

It's not that you didn't have time.

It's that it wasn't a _____.



"Ideas spark change. Actions ignite it."
— Frank Allgood

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