



InnovaSystems

Improving Productivity with the 5 Choices

Background

InnovaSystems International LLC provides software-engineering and information technology services to the U.S. Government. It is headquartered in San Diego, California, USA, and employs 300 people at 18 offices and support sites. Its CEO is Chris Wollerman. By late February 2012, InnovaSystems' second group of 5 CHOICES participants had passed the 5 week post-training mark.

Wollerman notes that "employees are not required to take this; they must apply and be accepted into the program. At this point, we've reaching a tipping point where most employees are begging to get into the class, based on the buzz from our 75 employees who have been through it." As part of the employee's commitment, Wollerman asked them to share their experiences in letters. He has been kind enough to share one of those letters with us. It is from an employee who works in Software Quality Assurance:

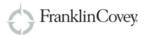
Letter from 5 CHOICES Participant

Dear Chris Wollerman,

I would like to share with you briefly my experiences over the last five weeks, adopting the 5 CHOICES philosophy and using InnovaSystems Inspire! application to support 5 CHOICES.

Leading up to the 5 CHOICES program I had been very much in need of a system of organization for both home and work. Having previously gone through the [FranklinCovey] FOCUS training, I remembered feeling very inspired to adapt the system, but just found it very hard to do. So when the 5 Choices program was offered, I was eager to give it a try. I found the 5 CHOICES program, in conjunction with the Inspire! app to be invaluable to me for becoming more organized and productive.

This system worked for me. Spending time evaluating my various roles, and developing statements for those roles



first got me thinking of my responsibilities towards those I also began using the Tasks feature in Outlook, which is roles. Then I could align meaningful goals to those roles. what I used for my master task list. Before 5 CHOICES, I Having that reminder that my tasks and goals ultimately never used Outlook Tasks. Once I started, I used those served my own mission statement for those roles motivat- Outlook tasks to conduct my daily and weekly Inspire! ed me to be true to completing my weekly tasks and stay planning for work, and I got more accomplished. on track. I also quickly adapted the 30/10 planning guideline and followed it daily. However, what I discovered Lastly, I found it helpful during the last 5 weeks to have Sunday night I spend an hour planning my week, and I spend close to 30 minutes every night within the Inspire!

Most employees are begging to get into the program. —Chris Wollerman, CEO

manage it. I had my main calendar right there, and easily scheduled my tasks. Those two things along with having effective working system.

home. And as a result, this allowed me to be more orgapier, more productive individual. nized at work.

At work, I wasn't overwhelmed with tasks or emails, but I gram, and for investing in your employees. didn't have an organized approach to my week. Using Inspire! to track my WIGS [Wildly Important Goals] kept Sincerely, them visible to me, and I was able to work towards them more frequently as a result.

was for me I needed a 60/25 planning guideline. So every an accountability partner, and to send the weekly planning report to 5 CHOICES facilitators and my partner. This was an added step of accountability which helped keep me on track, and keep my honest. I remember hearing through FOCUS training that you had to do something consistently for 3 weeks in order for a habit to become lasting.

app. This also keeps me on track of my weekly big rocks Having the partner and having to send weekly planning as well as remembering all my various appointments and reports was an excellent incentive to stay engaged in the tasks. Up until 5 choices, I worked off of my memory and program. That aside though, I could see the rewards withseveral hand-written lists I had floating around, and this in the first week of the program. Evaluating my roles, and system was not working for me. I was dropping the ball dedicating myself more to my roles became incentive on some very important things. With the iPad, I main- enough. When I felt the sense of accomplishment, organitained my master task list in one place and was able to zation and productivity that first week of the program, I wanted to continue the trend.

the Inspire! app right there provided me with one largely At the close of these five weeks, I will continue to execute 5 CHOICES philosophies. It's become a way of living. I've started sharing pieces of 5 CHOICES with my I knew when I began the program that I was overwhelmed two children, my daughter in college for planning her at home, managing all I had to do. Through 5 CHOICES I week, and my son at home so he can start some system of became more productive in my roles outside of work. Us- organization he can be responsible for. If I am able to ing Inspire! helped me manage those roles more effective- keep my iPad, I most certainly will still use the Inspire! ly, because it forced me to come up with my tasks for my application and continue to sleep with my iPad at my weekly goals, so I pre-planned better. I became a more side. The 5 CHOICES along with Inspire! has worked for organized person at home; I stayed on top of things. And me and is exactly what I needed to take more control over this transferred into my work life, for I could concentrate my tasks at both work and home. I've taken ownership of better, not being distracted by things I had missed at things instead of those things owning me, and I am a hap-

Thank you for the opportunity to participate in the pro-

Employee's Name

