GOOD VS. RIGHT:

PRODUCTIVITY BEYOND ACTIVITY

COURSE FORMAT

Online | Self-Paced

COURSE SYLLABUS

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The Munroe Institute of Leadership (MIL) envisions a world where empowered leaders drive transformative growth and influence their communities through visionary leadership and innovative personal development programs.

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COURSE OVERVIEW

Good vs. Right: Productivity Beyond Activity is a self-paced micro-learning course designed to help you redefine productivity beyond busyness, task completion, and visible activity.

In many environments, productivity is measured by movement. Yet activity and effectiveness are not the same. A person can remain busy for long periods of time while still feeling disconnected from meaningful progress and long-term impact.

You will explore the difference between output and outcome, activity and effectiveness, and what is good versus what is right when it comes to true productivity. As the course progresses, you will move beyond managing responsibilities into learning how to steward your time, focus, energy, and abilities with greater intentionality.

This is not a course about doing more. It is a course about doing what matters most.

TIME COMMITMENT

This course is designed for flexibility and personal pacing. We recommend that learners dedicate **1–2 hours per day** to engage with the content.
This includes:

- **Coursework:** Teaching insights, structured content, and guided reflection
- **Application:** Practical exercises, journaling, and intentional productivity activities

WHO SHOULD ENROLL

This micro-learning course is ideal for individuals seeking greater clarity, focus, and intentionality in how they work and lead.
It is designed for:

- Individuals who feel busy but not always effective
- Professionals seeking stronger alignment between effort and outcomes
- Leaders who want to improve focus, energy, and long-term impact
- Anyone ready to move from reactive productivity to purpose-driven execution

No prior coursework is required.

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WHAT YOU WILL LEARN

- Understand the difference between activity and effectiveness
- Recognize how busyness can create the illusion of progress
- Distinguish between output and outcome
- Apply the principle of Good vs. Right to productivity and decision-making
- Use purpose as a filter for responsibilities, opportunities, and priorities
- Identify non-essential activity and strengthen focused execution
- Understand energy as a leadership and productivity resource
- Recognize the importance of rest, renewal, and sustainable performance
- Measure productivity through outcomes, impact, and stewardship

WHAT YOU WILL EARN

- A clearer understanding of true productivity
- Greater awareness of where your time and energy are being invested
- Practical tools for evaluating priorities and responsibilities intentionally
- Improved focus and decision-making around meaningful work
- A stronger framework for sustaining productivity without burnout
- Greater clarity in how you measure progress, contribution, and impact
- A Certificate of Completion recognizing your commitment to intentional productivity

COURSE SCHEDULE

UNIT 1: Activity Versus Effectiveness
Explores the illusion of busyness and introduces the difference between activity and effectiveness, output and outcome, and good versus right work.

UNIT 2: Purpose-Driven Execution
Examines purpose as a productivity filter, helping learners eliminate non-essential activity, strengthen focus, and prioritize work that creates lasting progress.

UNIT 3: Energy and Capacity Management
Explores energy as a leadership resource and reveals why rest, renewal, and capacity management are essential for sustainable performance and long-term effectiveness.

UNIT 4: Measuring True Productivity
Brings the course together by focusing on results over appearances and productivity as stewardship.

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FREQUENTLY ASKED QUESTIONS

WHAT TECHNOLOGY DO I NEED FOR THIS COURSE?
A computer, tablet, or smartphone to access lessons and course materials. A reliable internet connection (wired or wireless; 4G/5G recommended).

WHO IS THE IDEAL CANDIDATE FOR THIS COURSE?
Anyone seeking to become more focused, intentional, and effective in how they manage time, energy, responsibilities, and priorities.

DO I NEED ANY PRIOR KNOWLEDGE OR EXPERIENCE?
No prior coursework is required. This course is designed to support learners at all stages of their journey.

WHERE DOES THE COURSE TAKE PLACE?
All content is delivered online and can be accessed anytime, anywhere.

IS THIS COURSE SELF-PACED?
Yes. The course is fully self-paced, allowing you to progress according to your schedule.

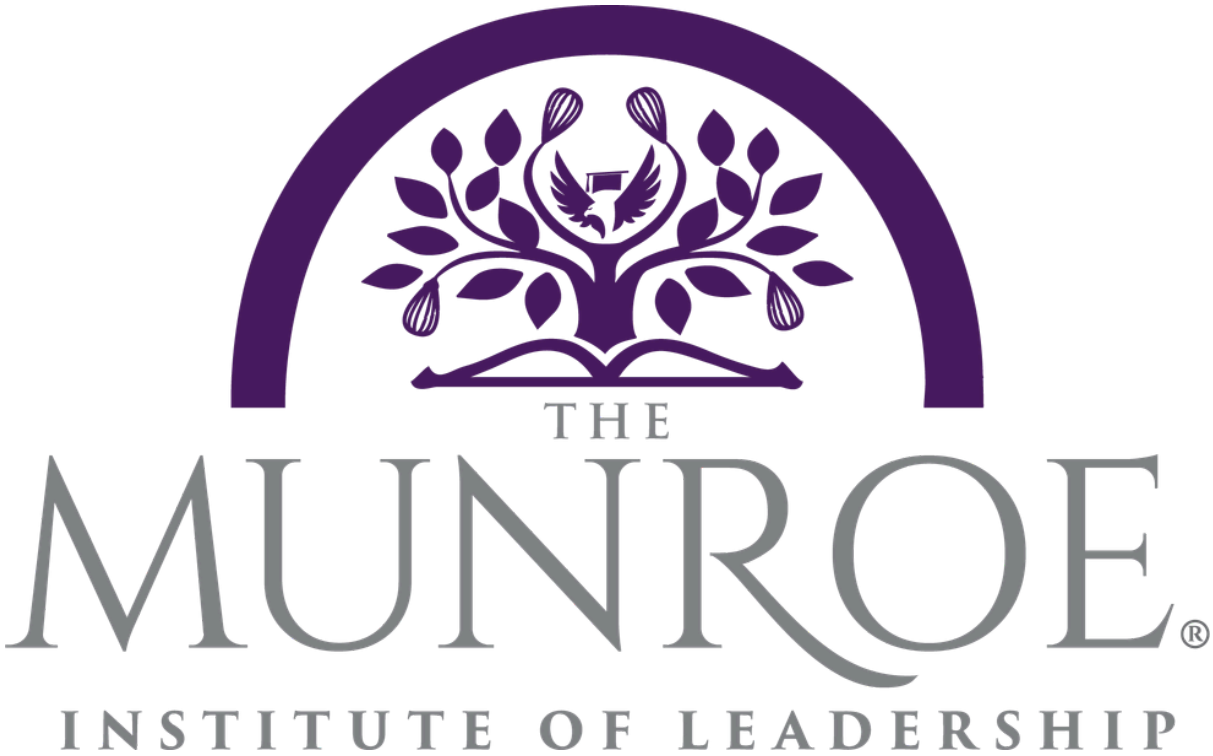
HOW IS MY PROGRESS ASSESSED?
Progress is measured through knowledge checks, reflection exercises, daily applications, and completion of guided activities within each unit.

HOW CAN I GET SUPPORT IF I HAVE QUESTIONS?
Email our team at admin@themil.org for technical or course-related support.

CONTACT US

Any questions? We're here to help. Please email us at **admin@themil.org**.

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