

## PERSONAL PRODUCTIVITY TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The Personal Productivity Training course is designed to show you the methods and techniques to maximize your personal productivity and significantly achieve more than what you are doing now.

After attending this practical and engaging training course, you will have learned how to: use personal routines to maximize productivity, master the Triple Constraint and other project management techniques, set and prioritize your SMART (specific, measurable, achievable, relevant & time-bound) goals, how use a number of scheduling tools, create and manage a to-do-list, overcome procrastination, organize an efficient workspace and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## PERSONAL PRODUCTIVITY TRAINING COURSE OUTLINE

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### FOREWORD

Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

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### OUTCOMES

**By the end of this course, participants will:**

- ▶ Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
  - ▶ Learn to use routines to maximize productivity
  - ▶ Master numerous scheduling tools for efficient use of time
  - ▶ Learn to stay on top of a to-do list
  - ▶ Learn how to start new tasks & projects on the right foot
  - ▶ Master basic project management techniques
  - ▶ Organize physical & virtual workspaces for maximum efficiency
  - ▶ Take back time from e-mail & handheld devices
  - ▶ Learn to tackle procrastination
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

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#### Lesson 2: Setting SMART Goals

- ▶ The Three P's
- ▶ The SMART Way
- ▶ Prioritizing Your Goals
- ▶ Evaluating and Adapting

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#### Lesson 3: The Power of Routines

- ▶ What is a Routine?
- ▶ Personal Routines
- ▶ Professional Routines
- ▶ Six Easy Ways to Simplify Your Life

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#### Lesson 4: Scheduling Yourself

- ▶ The Simple Secret of Successful Time Management
- ▶ Developing a Tracking System
- ▶ Scheduling Appointments
- ▶ Scheduling Tasks

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#### Lesson 5: Keeping Yourself on Top of Tasks

- ▶ The One-Minute Rule
- ▶ The Five-Minute Rule
- ▶ What to do When You Feel like You're Sinking

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#### Lesson 6: Tackling New Tasks and Projects

- ▶ The Sliding Scale
- ▶ A Checklist for Getting Started
- ▶ Evaluating and Adapting

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### Lesson 7: Using Project Management Techniques

- ▶ The Triple Constraint
- ▶ Creating the Schedule
- ▶ Using a RACI Chart

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### Lesson 9: Managing E-mail

- ▶ Organizing Paper Files
- ▶ Organizing Electronic Files
- ▶ Scheduling Archive and Clean-Up

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### Lesson 11: Tackling Procrastination

- ▶ Why We Procrastinate
- ▶ Nine Ways to Overcome Procrastination
- ▶ Eat That Frog!

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### Lesson 8: Creating a Workspace

- ▶ Setting Up the Physical Layout
- ▶ Ergonomics 101
- ▶ Using Your Computer Efficiently

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### Lesson 10: Managing E-Mail

- ▶ Using E-mail Time Wisely
- ▶ Taking Action!
- ▶ Making the Most of Your E-mail Program
- ▶ Taking Time Back from Handheld Devices

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)