PROFESSIONAL DEVELOPMENT TRAINING

Personal Productivity Training

REQUEST QUOTE

1.0 DAY COURSE

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.

What You'll Gain:

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.

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

Modules

Lesson 1: Getting Started
- Workshop Objectives
- Pre-Assignment Review

Lesson 2: Setting SMART Goals
- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Lesson 3: The Power of Routines
- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Lesson 4: Scheduling Yourself
- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

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

Lesson 6: Tackling New Tasks and Projects
- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Lesson 7: Using Project Management Techniques
- The Triple Constraint
- Creating the Schedule
- Using a RACI Chart

Lesson 8: Creating a Workspace
- Setting Up the Physical Layout
- Ergonomics 101
- Using Your Computer Efficiently

Lesson 9: Managing E-mail
- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

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

Lesson 11: Tackling Procrastination

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

Lesson 12: Wrapping Up

- Words from the Wise

Talk to our expert team

Phone:

Email: