



PERSONAL PRODUCTIVITY

Professional Development Training - Personal Productivity Course

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

Personal Productivity Training Course Module One: Getting Started

- #Icebreaker
- #Ground rules
- #The parking lot
- #Workshop objectives
- #Action plans and evaluation forms

Personal Productivity Training Course Module Two: Setting Goals

- #Setting SMART Goals
- #Creating Good Habits
- #Evaluating and Adapting

Personal Productivity Training Course Module Three: The Power of Routines

- #The Importance of Routines
- #Personal and Professional Routines
- #Six Easy Ways to Simplify Your Life

Personal Productivity Training Course Module Four: Scheduling Yourself

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

Personal Productivity Training Course Module Five: Keeping Yourself on Top of Tasks

- # The One-Minute Rule
- # The Five-Minute Rule
- # What to Do When You Feel Like You're Sinking

Personal Productivity Training Course Module Six: Tackling New Tasks and Projects

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

Personal Productivity Training Course Module Seven: Using Project Management Techniques

- # Understanding the Triple Scope
- # Creating a Timeline
- # Using a RACI Chart

Personal Productivity Training Course Module Eight: Creating a Workspace

- # Choosing a Physical Layout
- # Ergonomics 101
- # Using Your Computer Efficiently

Personal Productivity Training Course Module Nine: Organising Files and Folders

- # Organising Physical Files
- # Organising Electronic Files
- # Scheduling Archiving and Clean-Up

Personal Productivity Training Course Module Ten: Managing E-Mail

- # Using E-mail Time Wisely
- # Folders and Rules
- # Making Use of Your E-mail Program
- # Resisting the Lure of the Blackberry®

Personal Productivity Training Course Module Eleven: Beating Procrastination

- # Admitting the Problem
- # Making it Manageable
- # Identifying the Reasons
- # Adapting Your Long-Term Strategy

Personal Productivity Training Course Module Twelve: Wrapping Up

- # Words from the Wise
- # Review of Parking Lot
- # Lessons Learned
- # Completion of Action Plans and Evaluations