



## Personal Productivity Training Course Outline

### Foreword:

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.

### Learning Outcomes

#### By the end of this course participants will be able to:

- Set and evaluate SMART goals
- Use routines to maximise their productivity
- Use scheduling tools to make the most of their time
- Stay on top of their to-do list
- Start new tasks and projects on the right foot
- Use basic project management techniques
- Organise their physical and virtual workspaces for maximum efficiency
- Take back time from email and handheld devices
- Beat procrastination

### Course length:

1-day

<p>Personal Productivity Training Course - Lesson 1</p> <p><b>Setting Goals</b></p> <ul style="list-style-type: none"><li>• Setting SMART Goals</li><li>• Creating Good Habits</li><li>• Evaluating and Adapting</li></ul>	<p>Personal Productivity Training Course - Lesson 2</p> <p><b>The Power of Routines</b></p> <ul style="list-style-type: none"><li>• The Importance of Routines</li><li>• Personal and Professional Routines</li><li>• Six Easy Ways to Simplify your Life</li></ul>
<p>Personal Productivity Training Course - Lesson 3</p> <p><b>Scheduling Yourself</b></p> <ul style="list-style-type: none"><li>• Developing a Tracking System</li><li>• Scheduling Appointments</li><li>• Scheduling Tasks</li><li>• The Simple Secret of Successful Time Management</li></ul>	<p>Personal Productivity Training Course - Lesson 4</p> <p><b>Keeping Yourself on Top of Tasks</b></p> <ul style="list-style-type: none"><li>• The One-Minute Rule</li><li>• The Five-Minute Rule</li><li>• What to do when you Feel like you're Sinking</li></ul>

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<p>Personal Productivity Training Course - Lesson 5 <b>Tackling New Tasks and Projects</b></p> <ul style="list-style-type: none"><li>• The Sliding Scale</li><li>• A Checklist for Getting Started</li><li>• Re-evaluating and Adapting</li></ul>	<p>Personal Productivity Training Course - Lesson 6 <b>Using Project Management Techniques</b></p> <ul style="list-style-type: none"><li>• Understanding the Triple Scope</li><li>• Creating a Timeline</li><li>• Using a RACI Chart</li></ul>
<p>Personal Productivity Training Course - Lesson 7 <b>Creating a Workspace</b></p> <ul style="list-style-type: none"><li>• Choosing a Physical Layout</li><li>• Ergonomics 101</li><li>• Using your Computer Efficiently</li></ul>	<p>Personal Productivity Training Course - Lesson 8 <b>Organising Files and Folders</b></p> <ul style="list-style-type: none"><li>• Organising Physical Files</li><li>• Organising Electronic Files</li><li>• Scheduling Archiving and Clean-up</li></ul>
<p>Personal Productivity Training Course - Lesson 9 <b>Managing E-mail</b></p> <ul style="list-style-type: none"><li>• Using E-mail Time Wisely</li><li>• Folders and Rules</li><li>• Making use of your E-mail Program</li><li>• Resisting the Lure of the Blackberry</li></ul>	<p>Personal Productivity Training Course - Lesson 10 <b>Beating Procrastination</b></p> <ul style="list-style-type: none"><li>• Admitting the Problem</li><li>• Making it Manageable</li><li>• Identifying the Reasons</li><li>• Adapting your Long-Term Strategy</li></ul>

**Personal Productivity Training** is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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