

PERSONAL PRODUCTIVITY TRAINING

Generate a [group quote](#) today



COURSE LENGTH: 1.0 DAYS

If you often ask how you can achieve more in a day, the Personal Productivity Training course is designed to show you how you can find ways to maximise your personal productivity and achieve even more than you are now.

After attending this practical and engaging training course, you will have learned how to: set your SMART goals ((specific, measurable, achievable, relevant & time-bound), plan and establish routines to maximise productivity, use a number of scheduling tools, create and manage a to-do-list, overcome procrastination, organise an efficient workspace and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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 maximize their personal productivity.

OUTCOMES

- ▶ Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
 - ▶ Learn to use routines to maximise 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
 - ▶ Organise 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
- ▶ Prioritising 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

- ▶ Organising Paper Files
- ▶ Organising 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

WEB LINKS

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