



Personal Productivity

Overview

Most people find that they wish they had more time in a day. This course will show learners how to organise their lives and find those hidden moments. Learners will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organisational tools to maximise their personal productivity. It will assist anyone in managerial or supervisory responsibility to achieve increased personal and team productivity, enhance goal setting and overall results and performance.

Who this course is for

This course is intended for company owners, managers, supervisors or team leaders who feel their employees are spending time doing irrelevant tasks and for employees who think that wasted time cuts their productivity

Course outline

- Topic 1: Setting Goals
- Topic 2: The Power of Routines
- Topic 3: Scheduling Yourself
- Topic 4: Keeping Yourself on Top of Tasks
- Topic 5: Tackling New Tasks and Projects
- Topic 6: Using Project Management Techniques
- Topic 7: Creating a Workspace
- Topic 8: Organising Files and Folders
- Topic 9: Managing E-Mail
- Topic 10: Beating Procrastination

"Productivity is being able to do things that you were never able to do before." Franz Kafka

By the end of this course, learners should 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 e-mail and handheld devices
- Beat procrastination

✓ Course Level	Short Course
✓ Course Hours	8 hours
✓ Course Standard Price	£85

Applies towards the following certificate(s) and award(s)

- Professional Secretariat Skills Diploma
- Salesman Professional Certificate

