

Personal Productivity

'Productivity is being able to do things that you were never able to do before.'

Franz Kafka

The Soft Skills Gap Do You Have One?

Most people find that they wish they had more time in a day. This course will show learners how to organize their lives and find those hidden moments. Learners will learn how to establish routines, set goals, create an efficient environment, & use time-honored planning & organizational tools to maximize 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.

By the end of this course, learners should be able to:

- Set and evaluate SMART goals
- Use routines to maximize 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
- Organize their physical & virtual workspaces for maximum efficiency
- Take back time from e-mail and handheld devices
- Beat procrastination

Course Outlines

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: Organizing Files and Folders
Topic 9: Managing E-Mail
Topic 10: Beating Procrastination

Course Level

Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended
Distance & Online

