

Personal Productivity

Length: 1 Day

Summary: What is Productivity? What is it to be productive? Productivity is ideally producing the most positive results in the least amount of time.

Personal Development and Productivity are all about developing your habits and lifestyle in ways that will allow you to attain your ambitions in a much quicker and effective way. Personal development focuses on progress, knowledge, self-recognition, and management.

COURSE CONTENT

PERSONAL PRODUCTIVITY

- What is personal productivity?
- How to be more productive
- Are you balanced?
- Your productivity blockers

MANAGING YOURSELF

- Productivity and emotional intelligence
- Can stress be helpful?
- Resilience at work
- Increase personal effectiveness

MANAGING YOUR WORKLOAD

- Working smarter
- Plan and protect your time
- Eliminate waste
- Don't react to the Urgent

STAY FOCUSED

- Productivity techniques
- Making good decisions – feel more accomplished
- Getting Things Done
- Planning skills to execute
- Time Management Skills
- Go for Extraordinary, don't settle for Ordinary