

Personal Productivity

Length: 1/2 Day

Summary: Just because people are busy, does not mean they are necessarily being productive. By increasing your efficiency you will increase productivity. This course will give you all the skills, knowledge and information you need to maximize personal productivity.

COURSE CONTENT

PERSONAL PRODUCTIVITY

- What is personal productivity?
- How to be more productive

MANAGING YOURSELF

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

MANAGING YOUR WORKLOAD

- Working smarter
- Eliminate waste

STAY FOCUSED

- Productivity techniques
- Getting Things Done
- Time Management Skills