Personal Productivity

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

Personal Productivity is a goal most of us have. Through this workshop your participants will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life.

Course Outline:

Module One: Getting Started
- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Setting SMART Goals
- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Module Three: The Power of Routines
- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Module Four: Scheduling Yourself
- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

Module Five: Keeping Yourself on Top of Tasks
- The One-Minute Rule
- The Five-Minute Rule
- What To Do When You Feel like You're Sinking

Module Six: Tackling New Tasks and Projects
- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Module Seven: Using Project Management Techniques
- The Triple Constraint
- Creating the Schedule
- Using a RACI Chart

Module Eight: Creating a Workspace
- Setting Up the Physical Layout
- Ergonomics 101
- Using Your Computer Efficiently

Module Nine: Organizing Files and Folders
- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

Module Ten: Managing E-Mail
- Using E-mail Time Wisely
- Taking Action!
- Making the Most of Your E-mail Program
- Taking Time Back from Handheld Devices

Module Eleven: Tackling Procrastination
- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

Module Twelve: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations