

Course Profile

Course Name: **Improve Your Productivity**

Duration: 2 Days

Objectives:

Why are there so many different organisational systems and time management methods out there? The answer is simple: it's like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organisational tools and techniques so that you can build a customised productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life

Course Content:

- Understanding personal efficiency
 - Developing the right attitude
 - Laying the foundation
 - The building blocks of a good organisational system (including the 80/20 rule)
 - Creating the right environment
 - Setting up your info management center
 - Managing information in six easy steps
 - Prioritising your tasks with the Eisenhower principle
 - Saying no
 - Creating routines
 - Stopping procrastination now (not later!)
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How You Will Benefit:

- Identify what personal efficiency is, including useful skill sets and attitudes
- Explore what role long-term goals play in short-term efficiency and set a personal vision, dreams, and goals
- Study the 80/20 rule and the Eisenhower principle
- Develop a plan for an efficient workspace, including a customized information center and a filing system
- Learn about a system that will allow you to process any type of information that crosses your desk
- Explore why you procrastinate and develop methods for tackling tasks
- Develop ideas and tools to make your household more productive and efficient