



PERSONAL Productivity Training

Course Introduction:

Do you ever wish you had more hours in a day so you can get more done? The Personal Productivity course will help you learn how to establish routines, set personal goals and create an effective and practical working environment, while providing you with some tools to help you maximize your personal productivity.

Learn valuable skills like prioritizing your day, setting and following routines, organizing electronic and paper documents for easy access, taking control of your email, ways to avoid procrastination and much more.

Course Objectives:

By the end of the program, participants will be able to:

- Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
- Learn to use routines to maximize productivity
- Master numerous scheduling tools for efficient use of time
- Learn to stay on top of a to-do list
- Learn how to start new tasks & projects on the right foot
- Master basic project management techniques
- Organize physical & virtual workspaces for maximum efficiency
- Take back time from e-mail & handheld devices
- Learn to tackle procrastination

Who Should Attend?

- Senior Managers, and Team leaders seeking to enhance their performance
- Managers desiring to sharpen their skills
- Technical staff seeking a greater understanding of management

Course Outline:

Setting SMART Goals

- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

The Power of Routines

- What is a Routine?
- Personal Routines

- Professional Routines
- Six Easy Ways to Simplify Your Life

Scheduling Yourself

- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

Keeping Yourself on Top of Tasks

- The One-Minute Rule
- The Five-Minute Rule
- What to do When You Feel like You're Sinking

Tackling New Tasks and Projects

- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Using Project Management Techniques

- The Triple Constraint
- Creating the Schedule
- Using a RACI Chart

Creating a Workspace

- Setting Up the Physical Layout
- Ergonomics 101
- Using Your Computer Efficiently

Managing E-mail

- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

Managing E-Mail

- Using E-mail Time Wisely
- Taking Action!
- Making the Most of Your E-mail Program
- Taking Time Back from Handheld Devices

Tackling Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session