PROFESSIONAL DEVELOPMENT TRAINING

Personal Productivity Training

016 299 1479

REQUEST QUOTE

1.0 DAY COURSE

Do you ever end your day feeling like you were unproductive? Do menial tasks ruin your attention span? Well, if that's the case, you might consider doing something to boost your motivation in order to be more productive. One effective solution is through enrolling in a Personal Productivity training course with PD Training.

This Personal Productivity training course from PD Training teaches participants how to establish routines, set personal goals, plan and prioritize things, stay more focused to accomplish targets, create an efficient environment and use practical, take away tools for maximizing personal productivity. Learn how to reach the highest levels of productivity in your personal and professional life with this course!

This practical and engaging training course is available now throughout Malaysia and Kuala Lumpur.

This Personal Productivity training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

What You'll Gain:

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.

Outcomes

- 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

Modules

Lesson 1: Getting Started
- Workshop Objectives
- Pre-Assignment Review

Lesson 2: Setting SMART Goals
- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Lesson 3: The Power of Routines
- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Lesson 4: Scheduling Yourself
- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

Lesson 5: Keeping Yourself on Top of Tasks
- The One-Minute Rule
- The Five-Minute Rule
- What to do When You Feel like You're Sinking

Lesson 6: Tackling New Tasks and Projects
- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Lesson 7: Using Project Management Techniques
- The Triple Constraint
- Creating the Schedule
- Using a RACI Chart

Lesson 8: Creating a Workspace
- Setting Up the Physical Layout
- Ergonomics 101
- Using Your Computer Efficiently

Lesson 9: Managing E-mail
- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

Lesson 10: Managing E-Mail
- Using E-mail Time Wisely
- Taking Action!
- Making the Most of Your E-mail Program
- Taking Time Back from Handheld Devices

Lesson 11: Tackling Procrastination

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

Lesson 12: Wrapping Up

- Words from the Wise

Talk to our expert team

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