PROFESSIONAL DEVELOPMENT TRAINING

Personal Productivity Training

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Do you ever wish you had more hours in a day so you can get more done? The PD Training 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 maximise your personal productivity.

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

This practical and engaging training course is available now throughout Australia, including Brisbane,, Sydney, Melbourne, Adelaide, Canberra and Perth.

What You'll Gain:

Most people find that they wish they had more time in a day. This Personal Productivity workshop will teach participants how to better organise themselves and actually create more time in a day. Participants will learn how to establish routines, set manageable goals, create an efficient work environment and use time-honoured planning and organisational tools to maximise their personal productivity.

Becoming more efficient just requires some training and practise, and this personal development course covers a wide range of topics that will help you take control of your time and allow you to better manage how much you can accomplish in a day/week/month/year.

Outcomes

- Set & evaluate SMART goals (specific, measurable, achievable, relevant & timed)
- Learn to use routines to maximise 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
- Organise 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
- Prioritising 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: Organising Files and Folders
- Organising Paper Files
- Organising 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

Lesson 12: Wrapping Up

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!
- Words from the Wise

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au