PROFESSIONAL DEVELOPMENT TRAINING

# Personal Productivity Training

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

**Your level of personal productivity directs how and what you accomplish everyday. The PD Training Personal Productivity course will help you increase your levels of productivity by teaching you how to establish and follow routines or "rituals", how to set SMART goals, how to create an effective and practical working environment and much more.**

**The course also suggests a number of strategies to help you maximise your personal productivity via better management of time spent on email, the use of electronic devices and techniques for avoiding procrastination.**

**This practical and helpful training course is available now throughout New Zealand, including Auckland, Christchurch and Wellington.**

**Contact us today for a group quote.**

### What You'll Gain:

Most people find that they wish they had more time in a day, but what they really want is to simply get more done. This workshop teaches participants how to organise their work lives in such that they are more efficient with their time and hence more productive throughout the day.

Participants will learn how to establish and follow set routines, set measurable and attainable goals, create an efficient work space, and how to use time-honoured planning and organisational tools and tips to maximise their personal productivity on a daily basis.

## 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

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# 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: Managing E-mail
- 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

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

### Lesson 12: Wrapping Up

- Words from the Wise

**Talk to our expert team**

**Phone: 09 884 0762**

Email: enquiries@pdtraining.co.nz