



Effective Personal Productivity Training

Description

Course Overview

How you manage yourself, speaks directly on how you perform. Since, every person has a different skill set and talents, understanding and recognizing your talents, skills, energy, and time will enable you to effectively achieve both work and life goals. Over the course of this course, you will explore different time management techniques and organizational tools, which will enable you to build your own customized productivity strategy. The design of this course will aid you in finding and organizing yourself.

Learning Outcomes

- 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 promptly
- Develop ideas and tools to make your household more productive and efficient

Course Outline

- Understanding personal efficiency
- Developing the right attitude
- Laying the foundation
- The building blocks of a good organizational system (including the 80/20 rule)
- Creating the right environment
- Setting up your info management centre
- Managing information in six easy steps
- Prioritizing your tasks with the Eisenhower principle

- The Art of Saying ' No ', when the situation demands it
- Creating routines
- Stopping procrastination now (not later)

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