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PHOENIX TS

# Improving Productivity Training

## Course Overview

This 1-day, instructor-led course shows participants how to organize their lives and find productive time.

This training teaches

students how to:

- Establish routines
- Set goals
- Create an efficient environment
- Use time-honored planning tools to increase productivity

## Course Objectives

At the conclusion of this training, students will be able to do the following:

- Set and evaluate SMART goals
- Use routines to maximize their productivity
- Use scheduling tools to make the most of their time
- Stay on top of their to-do list
- Start new tasks and projects on the right foot
- Use basic project management techniques
- Organize their physical and virtual workspaces for maximum efficiency
- Take back time from e-mail and handheld devices
- Beat procrastination

## Course Outline

### Overview

- Set goals
- Scheduling tools

- Beat procrastination

## **Setting SMART Goals**

- The Three P's
- The Smart Way
- Prioritizing your goals
- Exploring and adapting

## **The Power of Routines**

- What is a routing?
- 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
- 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

## Organizing Files and Folders

- Organizing paper files
- Organizing electronic files
- Scheduling archive and clean-up

## Managing Email

- Using email time wisely
- Taking action
- Making the most of your email program
- Taking time back from handheld devices

## Tackling Procrastination

- Why do we procrastinate
- Nine ways to overcome procrastination
- Eat that frog

Starting at **\$1,495**

### **ATTENTION**

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### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

## Included in this **Improving Productivity Training**

- 2 days instructor-led training
- Improving Productivity Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*