

## Personal Productivity

Length: 1 Day

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### COURSE CONTENT

#### PERSONAL PRODUCTIVITY

- What is personal productivity?
- How to be more productive
- Are you balanced?
- Your productivity blockers

#### MANAGING YOURSELF

- Productivity and emotional intelligence
- Can stress be helpful?
- Resilience at work
- Increase personal effectiveness

#### MANAGING YOUR WORKLOAD

- Working smarter
- Plan and protect your time
- Eliminate waste
- Don't react to the Urgent

#### STAY FOCUSED

- Productivity techniques
- Making good decisions – feel more accomplished
- Getting Things Done
- Planning skills to execute
- Time Management Skills
- Go for Extraordinary, don't settle for Ordinary