

OUTLINE

Personal Productivity

Lesson One

Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Objectives

Lesson Two

Setting SMART Goals

- The Three P's
- The Wise Way
- Prioritising Your Goals
- Assessing and Adapting

Lesson Three

The Power of Routines

- What is a Routine?
- Private Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Lesson Four

Scheduling Yourself

- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks

Lesson Five

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 Six

Tackling New Tasks and Projects

- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

Lesson Seven

Using Project Management Techniques

- The Triple Constraint
- Creating the Schedule
- With a RACI Chart

Lesson Eight

Creating a Workspace

- Setting Up the Physical Design
- Ergonomics 101
- Using Your Computer Efficiently

Lesson Nine

Organizing Files and Folders

- Organizing Paper Files
- Organizing Electronic Files
- Scheduling Archive and Clean-Up

Lesson Ten

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 Eleven

Tackling Procrastination

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

Lesson Twelve

Wrapping Up

- Words From The Smart
- Lessons Learned
- Completion Of Action Plans And Evaluations

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

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