

## Personal Productivity

### Program Overview

Today's fast paced global business environment as well as the increasing demands of your personal life put more pressure on you to do more in less time and with less support. You can not slow down the clock but you can address your organization skills and adapt them to increase your personal productivity. Since habits are learned behaviors, to get yourself back in control means learning and managing new more productive habits. This program will give you the tools you need to change your habits.

We are experts in how adults learn. In addition to traditional classroom teaching methods, our program is highly interactive. It includes videos to reinforce the classroom materials plus experiential learning exercises and discussions.

### Program Length

Full or half day programs are available.

### Program Objectives

This program will give you the opportunity to understand the relationship between values, goals, responsibilities and your personal productivity. You will learn the organizational skills and identify your own organizational style. The program will show you organizing techniques and tips that you can use to improve your personal productivity.

### Program Content

1. Determine your Style
2. Establishing Priorities
3. Analyzing Your Time Log
4. Personal Productivity Systems
5. Planning and Delegation
6. Handling Interruptions
7. Mastering Paperwork and Paperless Work
8. Your personal organizational plan