

Personal Development

Personal Productivity Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Setting SMART Goals

- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Module Three: The Power of Routines

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

Module Four: Scheduling Yourself

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

Module 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

Module Six: Tackling New Tasks and Projects

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

Module Seven: Using Project Management Techniques

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

Module Eight: Creating a Workspace

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

Module Nine: Organizing Files and Folders

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

Module 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

Module Eleven: Tackling Procrastination

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

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations