



Organizing Your Time for Peak Productivity

Course Overview

Time is money, and lots of it gets wasted in disorganization, disruption and procrastination. We deal with a constant bombardment of technology, people issues, and tasks that can increase daily disorganization. Most people find that they hop constantly from one task to another, trying to get everything done with varying levels of success.

Today we will explore how to make the most of our time by becoming masters of our workloads through using our planners effectively, and delegating some tasks to more appropriate individuals.

Recommended for: People having time management problems.

Format: Instructor-led

Duration: One day

Learning Objectives

- Become more organized and achieve maximum efficiency
- Understand the best goal setting and achieving methods, and why they are important
- Decide on your goals and follow them through
- Delegate effectively
- Take charge of eliminating workplace inefficiencies



Course Outline

Unit 1: Take Time to Plan Your Time

- Start with Your Bucket List
- Changing Your Perspective
- Making Changes
- Case Study

Unit 2: Setting Personal Goals

- The Bull's Eye
- Setting Goals with SPIRIT

Unit 3: Planning Tips and Tricks

- Guidelines for Efficiency
- Planning a Get-Together

Unit 4: Make It Routine

Unit 5: Develop the Right Attitude

- 4 bold, Yet Simple Approaches to Get Things Done
- Applying What You Learn

Unit 6: Stop Procrastinating!

Unit 7: Getting Rid of Clutter

Unit 8: Organizing Your Files

- Sort Files Based on Type
- Use the Batching Technique

Unit 9: Managing Your Workload

- Getting Control Email
- Case Study: Mary Marvelous
- Workload Analysis



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