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# *Personal Productivity*

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Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

## **Modules**

- Setting SMART Goals
  - The Three P's
  - Prioritizing Your Goals
- The Power of Routines
  - What is a Routine?
  - Personal & Professional Routines
  - Six Easy Ways to Simplify Your Life
- Scheduling Yourself
  - The Simple Secret of Successful Time Management
  - Scheduling Appointments
- Keeping Yourself on Top of Tasks
  - The One-Minute Rule
  - The Five-Minute Rule
- Tackling New Tasks and Projects
- Using Project Management Techniques
  - The Triple Constraint
  - Using a RACI Chart
- Creating a Workspace
- Organizing Files and Folders and Managing E-Mail
- Tackling Procrastination

## **Learning Outcomes**

The Personal Productivity Workshop enables the participants to use routines to maximize their productivity and organize their physical and virtual workspaces for maximum efficiency.



## **2 Day Workshop**

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### Getting Started

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

### Wrapping up

- Activities
  - Words from the Wise
  - Review of Parking Lot
  - Lessons Learned
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