

Time Management Training: Personalize Your Productivity (PRODUCE, 1 jours)

Description

Get ready to work smarter, not harder! There is no "one-size fits all" approach to becoming more productive, while also finding balance in life. To find a lasting solution, you need strategies that align with your cognitive style, and tools and techniques that maximize your natural preferences to organize and tackle that never-ending to-do list. Just like there are night owls and early birds, there are prioritizers, visualizers, arrangers, and planners. Which one are you? How can you maximize your style to bring balance back to your work-life routine? This course incorporates live instruction, activities, exercises and discussions to help you find out how you "tick" and make time your friend.

Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Personalize Your Productivity

What is your productivity style?

Strengths and cautions for each productivity style

Staying Focused

The myth of multitasking – what it steals from us daily

Identifying and eliminating interruptions and distractions

How to keep your focus – using your productivity style

Setting Goals

The importance of setting goals

The “R.E.A.D.Y.” technique

Strategies for each productivity style

Using Time Wisely

Time is a precious commodity

What are your time-wasters?

Time crunch and mental health consequences

How to organize your time by using the strengths of your productivity style

Getting More Done

Create a Master “T.A.S.K.” list

From brain dump to clarity – READY, aim, fire!

Strengths and tactics for tasks and projects, by productivity type

Managing Time Wasters at Work

Tame your inbox: Understanding the email agility circle

Commit to the process: Do, delegate, convert, file, or remove.

Managing Meeting Madness

Using the P.O.W.E.R. agenda

Harnessing the Productive Power of Others

Understanding your colleagues’ productivity styles

How to work with different productivity types

Best way to communicate with different productivity types

Leveraging productivity styles for better team performance

Wrap Up

Recap and next steps

