



Personal Productivity

Many people often feel like they don't have hours in a day while others want to make the most of the time they already have. The purpose of this session is to help improve productivity by introducing methods, tools and techniques.

During this workshop participants will discover ways to organize their work lives and uncover hidden techniques, for improving performance. They will learn how to establish routines, set goals create a work environment and utilize planning and organizational tools to maximize productivity.

The content of this session can be customised based on the needs of your team or individual requirements.

Course Overview

At the beginning of the day there will be an opportunity for participants to introduce themselves and discuss what will be covered during the workshop. Participants will also have a chance to identify their learning objectives.

By the end of this workshop participants will gain the ability to;

- Establish and assess SMART goals
- Use routines effectively to optimize productivity
- Make use of scheduling tools for efficient time management
- Stay organized with their task lists
- Begin tasks and projects, on a note
- Apply project management techniques
- Efficiently organize both physical and virtual workspaces
- Reclaim time by managing email usage and handheld devices effectively
- Overcome procrastination

Pre-Assessment Review

This session will assess participants current utilization of efficiency strategies. Identifying areas that need improvement.

Setting goals effectively.

During this session participants will learn the skill of setting SMART goals, which is often overlooked by individuals.

Understanding the power of incorporating routines, into life.

Participants will explore the significance of integrating routines into their lives. How it positively impacts productivity.

Managing your schedule efficiently.

In this session participants will discover strategies for effectively scheduling tasks and activities.

Staying organized and on top of tasks.

Participants will gain insights into techniques that can help them stay organized and manage their to do lists efficiently.

Taking on tasks and projects successfully.

In this workshop participants will explore techniques that can be employed to handle tasks listed on their to do lists with success.

Utilizing project management methods and approaches effectively.

During this session participants will be introduced to project management techniques and concepts. They will also learn how these strategies can enhance their productivity levels.

Creating a workspace for efficiency.

This session aims to provide participants with ideas on how to create a workspace in any office environment for efficiency and comfortability.

Organizing files and directories systematically.

This session will guide participants through methods of maintaining organized files in a systematic manner.

Effective email management strategies.

Participants will gain insights into email management tools and techniques that're effective, in reclaiming control over their lives from the influence of devices.

Overcoming procrastination challenges

During this session participants will learn about the concept of procrastination. Acquire strategies to overcome it.

Wrap Up of the Workshop

Towards the end of the course participants will have a chance to ask any questions they may have and develop an action plan based on their needs.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725