



Consulting and Training | Reach New Heights

Course Name

Personal Productivity

Sector Name

Interpersonal Skills and Self Development

Document Type

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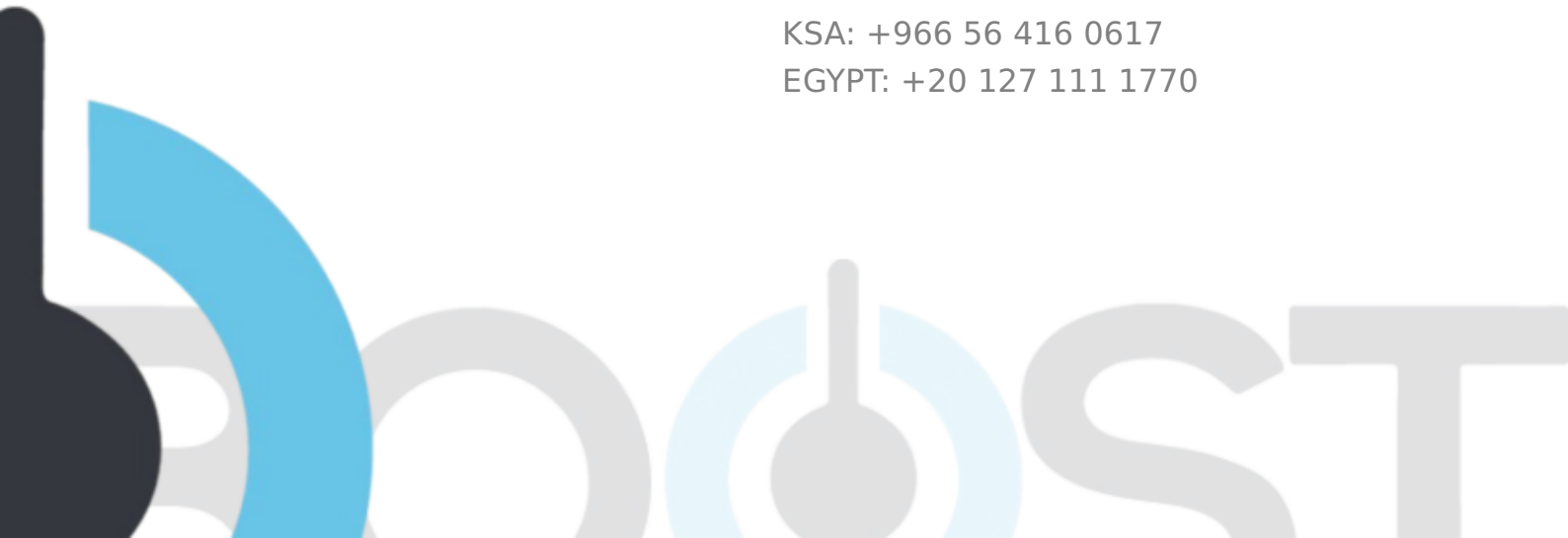
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Personal Productivity

Course Introduction

This training course aims to help participants gain the knowledge and skills in developing and enhancing personal productivity through various techniques.

This training program will introduce participants to how to establish routines, set personal goals, and create an effective and practical working environment, and tools to help them maximize personal productivity.

Participants will also gain valuable skills like setting and following routines, organizing electronic and paper documents for easy access, taking control of email, ways to avoid procrastination, and much more.

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Target Audience

Professionals across all industries, particularly those in busy roles, want to learn how to manage their time effectively, prioritize tasks, and increase overall productivity.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the concept of productivity.
- ✓ Set and assess SMART goals (specific, measurable, achievable, relevant & timed)
- ✓ Create and master routines to maximize productivity
- ✓ Utilize numerous scheduling tools for efficient use of time
- ✓ Effectively start new tasks & projects on the right foot
- ✓ Master basic project management techniques
- ✓ Organize physical & virtual workspaces for maximum efficiency
- ✓ Take back time from e-mail & handheld devices
- ✓ Learn how to handle and tackle procrastination

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Course Outline

✓ 01 Day One

Introduction to Productivity

- ✓ Understanding the concept of being Productive
- ✓ Productivity: Defined
- ✓ Key Techniques for Increasing Productivity
- ✓ Understanding People
- ✓ Controlling Internal and External Situations
- ✓ Understanding Self and building a self-image
- ✓ Identifying and Prioritizing Activities
- ✓ Establishing a culture for Productivity
- ✓ Celebrating Productivity

Setting SMART Goals

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

The Power of Routines

- ✓ What is a Routine?
- ✓ Personal Routines

- ✓ Professional Routines
- ✓ Six Easy Ways to Simplify Your Life

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Course Outline

✓ 02 Day Two

Scheduling Yourself

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

Keeping Yourself on Top of Tasks

- ✓ The One-Minute Rule
- ✓ The Five-Minute Rule
- ✓ What to do When You Feel like You're Sinking

Tackling New Tasks and Projects

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

Using Project Management Techniques

- ✓ The Triple Constraint
- ✓ Creating the Schedule

✓ Using a RACI Chart

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✓ **03 Day Three**

Creating a Workspace

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

Organising Files and Folders

- ✓ Organising Paper Files
- ✓ Organising Electronic Files
- ✓ Scheduling Archive and Clean-Up

Managing E-Mail

- ✓ Using E-mail Time Wisely
- ✓ Taking Action!
- ✓ Making the Most of Your E-mail Program
- ✓ Taking Time Back from Handheld Devices

Tackling Procrastination

- ✓ Why We Procrastinate
- ✓ Nine Ways to Overcome Procrastination

✓ Eat That Frog!

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 17, 2027	3 days	3250.00 \$	UAE , Dubai
June 27, 2027	June 29, 2027	3 days	3250.00 \$	KSA , Riyadh
Oct. 12, 2026	Oct. 14, 2026	3 days	3950.00 \$	South Africa , Cape Town
May 24, 2027	May 26, 2027	3 days	3250.00 \$	UAE , Abu Dhabi

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