



# PERSONAL PRODUCTIVITY

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning,

Productivity levels are continuing to tumble. For 4 years straight, the tumble has continued. Too much focus is often placed on technological productivity projects and the people side is missed. You can have the most productive machines in the world but if the operators are not communicating with each other, your technology will not be effective. So here is a course that helps get people back on the same page. Increase individual personal productivity with this breakthrough course. Improved personal productivity will be observed the very next day by following a proven methodology.

## Key Course Content:

- Calibrate individual levels of effectiveness
- Discuss the growing trend of multi-tasking
- Plan each day before it gets too busy
- Prioritise tasks using a proven platform
- Re-jig the current format of your meetings to drive efficiency
- Learn how to meet expectations and change deadlines
- Use a problem-solving tool to get past recurring bottlenecks
- Critique the advantages and disadvantages of different diary systems
- Stay in control of tasks even when it seems impossible
- Communicate deadlines clearly
- Manage email more effectively
- Critique the 4DIs approach - Delegate, Do, Delete, Delay



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated ½ -day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.