

Personal Productivity Skills



Course Duration: 1 Day

Course Overview

Do you often wish you had more time in the day? Are you always feeling under the pump and scrambling to get your work done on time? This course will show learners how to organise their day and find those hidden moments. Learners will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organisational tools to maximise their personal productivity.

Personal Productivity is a goal most of us have. Through this course your learners will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else but through this course learners will take ownership and begin to lead a more productive life.

Workshop Objectives:

- Set and evaluate SMART goals
- Use routines to maximise their productivity
- Use scheduling tools to make the most of their time
- Stay on top of their to-do list
- Start new tasks and projects on the right foot
- Use basic project management techniques
- Organise their physical and virtual workspaces for maximum efficiency
- Take back time from e-mail and handheld devices
- Beat procrastination



Further information

For further information about this course please contact an AGT

Learning & Development Consultant on 1300 784 408

A full list of courses can be found at www.agt.edu.au



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