Personal Productivity

**Training Manual**

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Module One: Getting Started
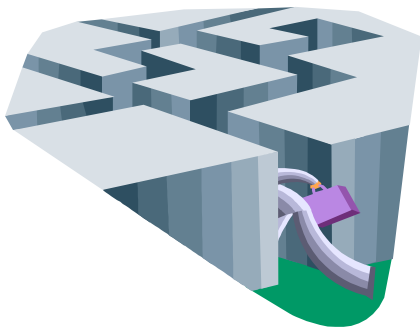
Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Workshop Objectives
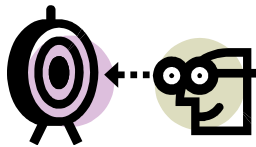
Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. With that in mind, let's review our goals for today.

At the end of this workshop, participants should be able to:

- Set and evaluate SMART goals

- Use routines to maximize 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

- Organize their physical and virtual workspaces for maximum efficiency

- Take back time from e-mail and handheld devices

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- Beat procrastination

Pre-Assignment Review

The purpose of the Pre-Assignment is to get you thinking about the efficiency strategies that you are already using and where you need to improve. Complete the three-day productivity survey and identify your least productive areas. Do a round-robin and compile the most common areas of inefficiency.

Keep these areas in mind throughout the day and to focus on tools and solutions that could help you with your problem areas.

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