

Course duration

- 1 day

Course Benefits

- Take control of your day using practical strategies, tools, and hacks.
- Develop clear, achievable goals.
- Prioritize tasks based on urgency and importance.
- Plan your day using goal-oriented scheduling tools.
- Apply time-blocking strategies to get more done in less time.
- Build a personalized plan for reducing distractions and optimizing your workspace.
- Improve workflow and manage your email efficiently.
- Employ deep work systems to accomplish better results.
- Increase your willpower and establish rituals for long-term success.

Course Outline

1. Getting Started
 1. Workshop Objectives
 2. Activity: Self-Reflection
2. Setting SMART Goals
 1. The Three P's
 2. Activity: The Three P's
 3. The SMART Way
 4. Activity: SMART Goals
 5. Prioritizing Your Goals
 6. Visualization
 7. Activity: Visualization
 8. Case Study
 9. Review Questions
3. Prioritizing Your Time
 1. The 80/20 Rule
 2. Activity: The 80/20 Rule
 3. The Urgent/Important Matrix
 4. Activity: Urgent/Important Matrix
 5. Identifying Timewasters
 6. Being Assertive
 7. Activity: Being Assertive
 8. Case Study
 9. Review Questions
4. Planning Wisely

1. Creating Your Productivity Planner
2. Maximizing the Power of Your Productivity Planner
3. The Glass Jar: Rocks, Pebbles, Sand, and Water
4. Chunk, Block, and Tackle
5. Activity: Chunk, Block, Tackle
6. Daily Scheduling
7. Activity: Daily Scheduling
8. Case Study
9. Review Questions
5. Tackling Procrastination and Distractions
 1. Productivity Roadblocks
 2. Activity: Productivity Roadblocks
 3. Nine Ways to Overcome Procrastination
 4. Eat That Frog!
 5. Activity: Eat That Frog!
 6. Ready, Fire, Aim!
 7. Case Study
 8. Review Questions
6. Crisis Prevention and Management
 1. Crisis Prevention Checklist
 2. Activity: Crisis Prevention and Management Checklists
 3. Creating a Checklist
 4. Activity: Checklists
 5. Lessons Learned
 6. Case Study
 7. Review Questions
7. Organizing Your Workspace
 1. De-clutter
 2. Activity: De-clutter Your Workspace
 3. Managing Workflow
 4. Activity: Managing Workflow
 5. Dealing with E-mail
 6. Activity: Email Tips
 7. Review Questions
8. Delegating Made Easy
 1. When to Delegate
 2. To Whom Should You Delegate?
 3. How Should You Delegate?
 4. Keeping Control
 5. The Importance of Full Acceptance
 6. Activity: Delegation
 7. Case Study
 8. Review Questions
9. Setting a Ritual
 1. Willpower
 2. Activity: Willpower
 3. Willpower Hacks

- 4. What is a Ritual?
- 5. Ritualizing Daily Tasks
- 6. Activity: Ritualizing Daily Tasks
- 7. Using Rituals to Maximize Time
- 8. Activity: Triggers
- 9. Activity: Deep Work
- 10. Case Study
- 11. Review Questions
- 10. Meeting Management
 - 1. Do We Need To Meet? Establishing the Meeting Purpose
 - 2. Participants
 - 3. Building the Agenda
 - 4. Keeping Things on Track
 - 5. Making Sure the Meeting Was Worthwhile
 - 6. Case Study
 - 7. Review Questions
- 11. Wrapping Up
 - 1. Words from the Wise

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.