

Effective Personal Productivity

Are you looking for a better work/life balance? Do you have more work tasks than can be easily managed? Do meetings, emails, and interruptions make it difficult to plan and execute your higher payoff work? In a world with hundreds of task management options, how do you find the “one” that works for you instead of overwhelming you with work?

Productivity is crucial to success and a basic part of human nature, yet many employees struggle to achieve greater results. Symptoms include longer days on the job, feeling like you did not accomplish anything at the end of the day, and letting work eat into your personal or social life.

This Effective Personal Productivity course will help you:

- Make productive changes to your daily activities
- Set goals and achieve results
- Increase productivity through controlling priorities
- Communicate more effectively
- Become a team player
- Deal with interruptions
- And, most importantly, Focus on High-Payoff Activities

“One of the greatest changes to my life from this program is that I now have the tools to clearly identify, track and achieve my goals. I have learned the importance and relief that comes from identifying where my stressors are coming from, and then coming up with a plan to address them, either through immediate changes or from completing a goal planning sheet. I also feel more in control of the constant to-do list in my head. Writing down the things I want and need to accomplish each day/week/year helps me relax. It is also amazing to me how few things are actually imperative when you sit down and think about the consequences of not getting something done that day.” EHS Manager, Recent Graduate of the Program

“The ability to brainstorm all the potential obstacles and their solutions has been surprisingly calming for me and has really allowed me to feel like I have much more control over things I previously thought to be completely unavoidable disasters. I feel as though with my own increase in confidence, I’ve become a more positive influence on those I am around and am much more inclusive of ideas outside of my own.” Process Engineer, Recent Graduate of the Program