



Personal Productivity Workshop

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.

Personal Productivity is a goal most of us have. Through this workshop your participants 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 workshop your participants will take ownership and begin to lead a more productive life.

Workshop Objectives:

- 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
- Beat procrastination

For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Pre-Assignment Review

Module Two: Setting SMART Goals

The Three P's
The SMART Way
Prioritizing Your Goals
Evaluating and Adapting

Module Three: The Power of Routines

What is a Routine?
Personal Routines
Professional Routines
Six Easy Ways to Simplify Your Life

Module Four: Scheduling Yourself

The Simple Secret of Successful Time Management
Developing a Tracking System
Scheduling Appointments
Scheduling Tasks

Module Five: Keeping Yourself on Top of Tasks

The One-Minute Rule
The Five-Minute Rule
What to do When You Feel like You're Sinking

Module Six: Tackling New Tasks and Projects

The Sliding Scale
A Checklist for Getting Started
Evaluating and Adapting

Module Seven: Using Project Management Techniques

The Triple Constraint
Creating the Schedule
Using a RACI Chart

Module Eight: Creating a Workspace

Setting Up the Physical Layout
Ergonomics
Using Your Computer Efficiently

Module Nine: Organizing Files and Folders

Organizing Paper Files
Organizing Electronic Files
Scheduling Archive and Clean-Up

Module Ten: Managing E-Mail

Using E-mail Time Wisely
Taking Action!
Making the Most of Your E-mail Program
Taking Time Back from Handheld Devices

Module Eleven: Tackling Procrastination

Why We Procrastinate
Nine Ways to Overcome Procrastination
Eat That Frog!

Module Twelve: Wrapping Up

Words from the Wise