

ENHANCED PRODUCTIVITY SKILLS

DURATION

3 Days

OVERVIEW

Enhancing productivity is a very serious business, both on the organizational and personal levels. People are always complaining that they do not have enough time to complete their tasks. The brutal fact is that each one receives the same deposit of time daily. The trick is in how to use it productively. Many gurus, including Stephen Covey, Brian Tracy and David Allen have developed effective systems to manage productivity and use time effectively and efficiently. With the advent of modern technology and smart phones, it is really perplexing that not so many people are using their devices to increase their productivity. This program bridges the gap between the theory and the technologically advanced apps and tools. This workshop will utilize Transfer of Learning Methodologies to ensure that all skills learned in the workshop are implemented in the workplace. This entails action-learning and experiential activities using a range of interactive and experiential exercises, debates, case studies, games and visual images/video, through which participants will apply and practice workshop concepts in a safe environment to guarantee successful transfer of knowledge to the workplace.

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AFFILIATED PROGRAMS

KEY MODULES

- Productivity – The essential competency
 - The importance of result orientation and personal productivity
- The Personal Productivity Tools
- Getting Things Done System
 - Collecting
 - Processing
 - Organizing
 - Reviewing
 - Doing
 - Criteria for Choosing
 - Horizons of Focus
 - 3-Fold Nature of Work
 - The 2- minute Rule
- Are you Ready for Anything?
 - The 52 principles of
- The Productivity Matrix
 - Urgent and Important Matric
 - The effectiveness
 - The efficiency
- Setting SMART objectives
- Work and Life Balance
 - The work and life wheel
- Pomodoro™ Technique
 - The 25:5 cycles
 - Using the tool
- Kanban
 - Using the notes to decide what to do, doing or done tasks
- 5 S
 - Organizing the office space to be productive
- Rescue Time® Tool
 - Analyzing your time spent
- Pocket™ Tool
 - The powerful tool to save your time from distractions
- Stress Relieving techniques
 - Effective and ineffective stress relieving tools
 - Getting advantage of positive stress
- Personal Action Plan

LEARNING OUTCOMES

- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organize information in the most streamlined way, in appropriate categories
- Enhance productivity based on how and when you need to access it
- Keep current and “ahead of the game” with appropriately frequent reviews
- Keep track of the bigger picture while managing the small details
- Manage Projects effectively and eradicate procrastination
- Make trusted choices about what to do in any given moment

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