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PHOENIX TS

Improving Productivity

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 1-day, instructor-led course shows participants how to organize their lives and find productive time. This training teaches students how to:

- Establish routines
- Set goals
- Create an efficient environment
- Use time-honored planning tools to increase productivity

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Objectives

At the conclusion of this training, students will be able to do the following:

- 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

Course Outline

Overview

- Set goals
- Scheduling tools
- Beat procrastination

Setting SMART Goals

- The Three P's
- The Smart Way
- Prioritizing your goals
- Exploring and adapting

The Power of Routines

- What is a routing?
- Personal routines
- Professional routines
- Six easy ways to simplify your life

Scheduling Yourself

- The simple secret of successful time management
- Developing a tracking system
- Scheduling appointments
- Scheduling tasks

Keeping Yourself on Top of Tasks

- The one-minute rule
- The five-minute rule
- What to do when you feel like you're sinking

Tackling New Tasks and Projects

- The sliding scale
- Checklist for getting started
- Evaluating and adapting

Using Project Management Techniques

- The Triple Constraint
- Creating the schedule
- Using a RACI chart

Creating a Workspace

- Setting up the physical layout
- Ergonomics 101
- Using your computer efficiently

Organizing Files and Folders

- Organizing paper files
- Organizing electronic files
- Scheduling archive and clean-up

Managing Email

- Using email time wisely
- Taking action
- Making the most of your email program
- Taking time back from handheld devices

Tackling Procrastination

- Why do we procrastinate
- Nine ways to overcome procrastination
- Eat that frog

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Starting at **\$1,495**



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Included in this **Improving Productivity**

- 2 days instructor-led training
- Improving Productivity training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*



PhoenixTS

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◦ Freshly baked cookies every afternoon*