



[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

# Improving Productivity Training

**Due to Covid-19 safety restrictions** PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

## 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

DATE	LOCATION	
<b>2/06/23 - 2/07/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>2/13/23 - 2/14/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>2/13/23 - 2/14/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>4/03/23 - 4/04/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>



DATE	LOCATION	
<b>4/10/23 - 4/11/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>4/10/23 - 4/11/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>6/05/23 - 6/06/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>6/12/23 - 6/13/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>6/12/23 - 6/13/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>8/07/23 - 8/08/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>8/14/23 - 8/15/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>8/14/23 - 8/15/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>10/09/23 - 10/10/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>10/16/23 - 10/17/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>10/16/23 - 10/17/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>12/04/23 - 12/05/23 (2 days)</b> 8:30AM - 4:30PM	<b>Tysons Corner, VA</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>12/11/23 - 12/12/23 (2 days)</b> 8:30AM - 4:30PM	<b>Live Online</b> <a href="#">Open</a>	<a href="#">Contact Us</a>
<b>12/11/23 - 12/12/23 (2 days)</b> 8:30AM - 4:30PM	<b>Columbia, MD</b> <a href="#">Open</a>	<a href="#">Contact Us</a>

## 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 **\$1,095**

### **ATTENTION**

For GSA pricing or Contractor quotes call  
[240.667.7757](tel:240.667.7757)

# GSA





PhoenixTS

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

### Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

### Included in this **Improving Productivity Training**

- 2 days instructor-led training
- Improving Productivity Training 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\*
- Freshly baked cookies every afternoon\*