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PHOENIX TS

Work Ethics and 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

Phoenix TS' 2-day Work Ethic and Productivity Instructor-led course will show participants how to organize their lives and find those hidden moments while working in Federal Workplace. 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.

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 Outline

Module 1: Overview

Module 2: Setting SMART Goals

Module 3: The Power of Routines

Module 4: Scheduling Yourself

Module 5: Keeping Yourself on Top of Tasks

Module 6: Tackling New Tasks and Projects

Module 7: Using Project Management Techniques

Module 8: Creating a Workspace

Module 9: Organizing Files and Folders

Module 10: Managing Email

Module 11: Tackling Procrastination

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Starting at **\$1,495**

ATTENTION

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301-258-8200 - Option 2.

GSA ★



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