

Getting Stuff Done

Why are there so many different organizational systems and time management methods out there? The answer is simple: it's like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life!

What Will Students Learn?

- ✓ Identify what personal efficiency is, what skill sets can improve personal productivity, and what attitudes we should cultivate
- ✓ Explain why multi-tasking is a myth
- ✓ Describe what role long-term goals play in short-term efficiency
- ✓ Share a personal vision and develop dreams and goals from it
- ✓ Apply the 80/20 rule and learn how it should affect planning
- ✓ Identify the characteristics of a good organizational system
- ✓ Develop a plan for an efficient workspace, including a customized information center and a filing system
- ✓ Apply a system that will allow them to process any type of information that crosses their desk
- ✓ Use the Eisenhower principle to prioritize work and routines to simplify lives
- ✓ Understand why they procrastinate and develop methods for tackling tasks
- ✓ Apply tools to make their households more productive and efficient

What Topics are Covered?

- ✓ Understanding personal efficiency
- ✓ Developing the right attitude
- ✓ Laying the foundation
- ✓ Building blocks of an organizational system
- ✓ Creating the right environment
- ✓ Setting up your virtual environment and information management center
- ✓ Managing information in six easy steps
- ✓ Prioritizing your tasks
- ✓ Saying no
- ✓ Creating routines
- ✓ Stopping procrastination now (not later!)
- ✓ Applying our lessons at home

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion