Gearing You For Growth

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Getting Stuff Done - Personal Development

Course Overview

Why are there so many different organizational systems and time management methods out there? The answer is simple, it is 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 one-day workshop, we explore various time management as well as organizational tools and techniques so that delegates can build a customized productivity plan for their personal and professional lives.

At the end of the course, delegates emerge with a plan which works for them, so that they can start regaining control of their life.

Course Objectives

This one-day workshop helps delegates learn the following:

- Identify what personal efficiency is, what skill sets can improve your 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 you to process any type of information that crosses your desk, including e-mail, electronic files, paper files, voice mail, text messages, and drop-in visitors.
- Use the Eisenhower principle to prioritize work.
- Say no.
- Use routines to simplify your life.
- Understand why you procrastinate and develop methods for tackling tasks.
- Apply ideas and tools to make your household more productive and efficient.

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Target Audience

Office workers, information workers, managers, team leaders, supervisors, project managers, project administrators and anyone wanting personal development.

Prerequisite

There are no prerequisites for this course.

Duration

- 1 Day

Course Outline

Understanding Personal Efficiency

To start, delegates will explore what personal productivity means to them and others, and what it might feel like. We will also discuss how personal productivity is similar to (and different from) basic time management.

Developing the Right Attitude

This session will give delegates some useful attitudes to cultivate and some skills that they might want to work on. You will also discuss why multi-tasking is a myth.

Laying the Foundation

Your daily and weekly task lists are in fact only the tip of your personal to-do list. This session will show delegates how to create a strong foundation for their daily plan: a vision statement, dreams, and goals.

The Building Blocks of a Good Organizational System

After the lunch break, delegates will brainstorm a list of characteristics of a good organizational system. You will also explore Pareto's principle, also known as the 80/20 rule.

Creating the Right Environment

This session will focus on how to purge a workspace, design it for efficiency, and re-organize it. We will also introduce our filing system and our daily information management system: the incubator.

Setting Up Your Virtual Environment

Next, we will take a closer look at organizing electronic files and e-mail.

Setting up Your Information Management Centre

Day Two will begin with an overview of the four components of an information management center: calendar, to-do lists, communications log, and project notebook. To reinforce learning, delegates will review three case studies and then create their own.

Managing Information in Six Easy Steps
This session will introduce the GOPHER model of handling information. Delegates will then apply the knowledge to a case study.

Prioritizing Your Tasks
Next, delegates will learn how to prioritize work with the Eisenhower principle, also known as the urgent-important matrix.

Saying No
In this session, delegates will explore different ways of saying no.

Creating Routines
Delegates will discover the importance of routine through an exercise and a large group discussion.

Stopping Procrastination Now (Not Later!)
This session will give delegates some ways to tackle those tasks that they have been putting off. Delegates will also complete a Challenge to Change.

Applying Our Lessons at Home
The final session of this workshop will give delegates to organize key areas at home, including chores, exercise, and meals.

Workshop Wrap-Up
At the end of the course, delegates will have an opportunity to ask questions and fill out an action plan.