

## Increasing Personal Productivity

*Plan and Achieve Your Goals More Effectively*

Personal productivity is not about “getting everything done.” It is about thinking clearly and making smart decisions on how to use your time and energy most wisely.

In this course, you will learn a unique approach to increasing your productivity at work and at home. Develop clear and measurable goals you can achieve realistically. Apply proven tools and techniques for managing work and life demands so you can achieve greater focus, energy and effectiveness.

The course employs an experiential learning format that offers smart options without prescribing easy, one-size-fits-all solutions. You will create your own customized personal productivity action plan, as you explore a wide range of productivity options and select the ones that will work best for you.

### Takeaways

- Uncover and prioritize your personal goals and challenges
- Refine your productivity goals by making them more “smart”
- Make better decisions on how to align your use of time to your goals and priorities
- Identify and enhance your personal time style strengths
- Capitalize on opportunities to become more efficient and effective
- Discover practical ways to manage your self-defeating perceptions and habits
- Explore an array of new productivity concepts, tools and techniques, and decide which ones will work best for you
- Boost your productivity through influential communication
- Pace yourself mentally and physically for increased resiliency and performance
- Create your own customized personal productivity action plan that you can implement immediately after leaving the course

## Course Content

- Why “managing your time” is more important than “getting it all done”
- Building your self-awareness: what personal productivity means to you and others
- Discovering your preferred time management style
- Setting expectations for what you can and cannot do, in order to stay focused and avoid being side-tracked
- Crafting “smart” goals (specific, measurable, achievable, realistic, time-bound)
- Developing a smarter, more creative mindset for making the most of your time
- Effective organizing and multi-tasking techniques that work best for your unique time style approach
- Giving your productivity goals a reality-check by converting them into specific actions
- Managing common productivity roadblocks: deficiency-focusing, necessitating, low skill estimation, ambiguity intolerance
- Dealing with pressure, disorganization, procrastination, interruptions, technology challenges, and time-wasters on two levels: within yourself, and from others
- Communicating more influentially to establish expectations with others
- How to say “no” assertively and diplomatically when necessary
- Establishing milestones and measurements to monitor your achievements

## Special Features

- Complete a self-assessment to identify your time management strengths and weaknesses
- Create your own productivity action planner, and tailor it to address your unique goals and challenges
- Acquire a practical productivity toolkit of templates and techniques
- Network with other professionals to exchange ideas about how to become more productive

## Course Leader

**Dr. Gail Levitt** is President of Levitt Communications Inc. An expert in interpersonal influence and performance management, she has consulted for major organizations including CAA, Canada Post, SNC-Lavalin, HSBC, Greenpeace, and various government agencies. Acclaimed for her energetic, intuitive and motivating teaching style, she has taught and written extensively on issues pertaining to negotiations, leadership, team development, communication, business writing and creative problem solving.

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