

Increasing Your Productivity

Managing your Goals, Energy and Activities for Enhanced Performance

Peak productivity is not about getting everything done in limited time. It is more about making the best decisions about what goals and activities will lead to the best results, and using your energies wisely to accomplish them.

In this course, you will learn a unique approach to increasing your productivity at both work and home. Develop clear and measurable goals you can achieve realistically. Create a plan to balance and manage your work and life demands. Apply proven tools and techniques to increase your focus, energy, adaptability 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

- Develop new perspectives and habits that will enable you to become more productive
- Examine the perceptions, habits and stress responses that inhibit your productivity, and explore ways to manage them
- Identify which goals and activities will deliver the most effective results, and manage your energies to achieve them
- Refine your objectives and approaches to make your goals more attainable
- Apply techniques for achieving mindful productivity without distractions
- 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

- Determining your productivity approach: strengths and areas for development
- Identifying the key principles of productivity for improved performance and resiliency
- Addressing internal and external pressures that block productivity
- Setting expectations for yourself and others to stay focused on goals, not details
- Crafting “smart” goals (specific, measurable, achievable, realistic, time-bound)
- Giving your productivity goals a reality-check by converting them into specific actions
- Self-managing common mental attitudes and habits that inhibit individual productivity
- Applying productivity mindfulness to train your brain to focus
- Communicating more influentially to establish productivity expectations with others
- Saying “no” assertively and diplomatically when necessary
- Managing stressors proactively to avoid burn-out and achieve maximum resiliency
- Establishing milestones and measurements to monitor your productivity effectiveness

Special Features

- 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 influential leadership expert and author, she coaches individual and teams to enhance their productivity for peak performance. Acclaimed for her energetic, intuitive and motivating teaching style, she has taught and written extensively on issues pertaining to leadership, team development, communication, business writing and creative problem solving. Her diverse clients include TD Bank, SNC-Lavalin, Home Depot, and numerous public sector agencies.

To Register

Executive Education

www.sauder.ubc.ca/exec_ed

Tel. 604.822.8400 (toll-free 1.800.618.3932)