

COURSE DESCRIPTION

In this highly interactive workshop, participants learn new skills to increase their productivity while decreasing their stress levels. Participants will learn ways to save time, money, and effort by working smarter instead of harder. During the workshop, participants build expertise in improving productivity in 4 of 18 high-impact topics and identify additional topics to explore on their own after the workshop.

COURSE LEARNING OUTCOMES

During this workshop, participants will use *Personal Productivity: Tips & Tools for Daily Success* to:

- Analyze their current work habits and identify areas for improvement
- Discover tips and tools to successfully prioritize, handle interruptions, overcome procrastination, and keep themselves motivated in tough times
- Develop action plans for improving their personal productivity

PERFORMANCE OBJECTIVES

Upon completion of this module, participants will use their workbooks, completed action plans, and lessons learned during the workshop to:

- Improve their personal productivity by eliminating or changing nonproductive behaviors
- Achieve higher levels of efficiency by applying new, more productive work habits

COURSE OUTLINE

1. Introduction to Course Objectives
2. Self-Assessment
3. Examining Your Priorities
4. What to Do When Everything Is Top Priority
5. Staying on Track
6. Organizing Your Work Area
7. Keeping Track of Your Time and Tasks
8. Handling Interruptions
9. Making Meetings Productive
10. Making a Basic Plan
11. Making the Best Use of Communication Tools
12. Networking
13. Getting Support from Others
14. Making Clear Agreements
15. Being a Good Partner
16. Effective Follow-Up
17. Keeping Yourself Motivated in Tough Times
18. Recognizing and Avoiding Perfectionism
19. Conquering Procrastination
20. Pitfall Planner – Maintaining Your New Level of Productivity without Slipping Back into Old Behaviors

PREREQUISITES

None

COURSE HOURS

Students complete 3 hours of classroom instruction

REQUIRED MATERIAL

Personal Productivity: Tips & Tools for Daily Success
(Provided in Class & Included in Registration Fee)

EVALUATION PROCESS

Class participation and demonstration of skills

GRADING/MINIMUM PASSING CRITERIA

A grade of “Satisfactory” or “Unsatisfactory” will be given based upon attendance, class participation, and instructor observation of student learning.

CERTIFICATION

Upon successful completion of this course, students will be awarded 0.3 CEUs.

DISABILITY STATEMENT

If you have a documented disability and wish to discuss academic accommodations, please contact Wanda Horvath, Counselor for Students with Disabilities, at extension 4222, in Student Services.