

Career & Self Development: Personal Productivity

Program Overview

Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Program outline

<p>Module One: Getting Started Icebreaker Ground rules The parking lot Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Setting Goals Setting SMART Goals Creating Good Habits Evaluating and Adapting</p> <p>Module Three: The Power of Routines The Importance of Routines Personal and Professional Routines Six Easy Ways to Simplify Your Life</p> <p>Module Four: Scheduling Yourself Developing a Tracking System Scheduling Appointments Scheduling Tasks The Simple Secret of Successful Time Management</p>	<p>Module Five: Keeping Yourself on Top of Tasks The One-Minute Rule The Five-Minute Rule What to Do When You Feel Like You're Sinking</p> <p>Module Six: Tackling New Tasks and Projects The Sliding Scale A Checklist for Getting Started Re-Evaluating and Adapting</p> <p>Module Seven: Using Project Management Techniques Understanding the Triple Scope Creating a Timeline Using a RACI Chart</p> <p>Module Eight: Creating a Workspace Choosing a Physical Layout Ergonomics 101 Using Your Computer Efficiently</p>	<p>Module Nine: Organizing Files and Folders Organizing Physical Files Organizing Electronic Files Scheduling Archiving and Clean-Up</p> <p>Module Ten: Managing E-Mail Using E-mail Time Wisely Folders and Rules Making Use of Your E-mail Program Resisting the Lure of the Blackberry</p> <p>Module Eleven: Beating Procrastination Admitting the Problem Making it Manageable Identifying the Reasons Adapting Your Long-Term Strategy</p> <p>Module Twelve: Wrapping Up Words from the Wise Review of Parking Lot Lessons Learned Completion of Action Plans and Evaluations</p>
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Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Benefits of the Program

Will be Updated Soon!

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonlinetrainings.com or download the latest price list from <http://www.myuaeonlinetrainings.com/pricelist.pdf>

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.