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## Time Management: Increase Your Personal Productivity and Effectiveness Course Outline

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### Course Overview

Many managers and employees struggle to meet the ever-increasing demands of their jobs. Double-booked schedules, changing priorities, and countless distractions challenge even the most organized individuals. This class provides extremely valuable tools and practices to prioritize mission-critical activities, plot out your day, manage multiple tasks, minimize distractions, and control unreasonable demands. **The class is very hands on:** participants engage in numerous exercises around time management best practices. Topics include:

- Identify and prioritize high-return activities
- Cultivate will power
- Improve your focus
- Build breathing room into your schedule
- Make tangible progress on important activities
- Set boundaries with unreasonable or unachievable requests

### Course Details

|                           |   |
|---------------------------|---|
| Class Duration            | 1 day (7 contact hours)                                 |
| Course Materials Provided | Student manual and electronic files                     |
| Course Price              | \$495 per participant. Special group pricing available. |

### Prerequisites

This course has no prerequisites

### Instructor and Courseware Designer

Brian Salk, PhD, PMP®, PMI-ACP®, has over 30 years of experience, specializing in hands-on traditional and agile project management, leadership, training, and consulting. He manages a variety of consulting and training programs and projects for his organization and for a number of Fortune 500 customers. His global clientele includes organizations in North America, South America, Europe, and the Middle East. In addition to authoring hundreds of training courses, Dr. Brian frequently delivers leadership training, management training, project-management certification training (e.g., PMP®) project-management best practices training, and a wide variety of business skills training. He is a four-time winner of the prestigious Worldwide Excellence in Training award from a global training organization, recognizing the 25 highest-rated instructors from a network of over 2,400. Dr. Brian earned his PhD from Fielding Graduate University in the field of Human and Organizational Systems, with a focus on effective methodologies related to project management education, and his Masters of Arts (Education) from the University of Michigan.

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Pinnacle Professional Development, LLC

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### Lesson 1: Take Stock

- Determine Work That Matters
- Too Much Stress versus Not Enough Stress
- Your Personal Productivity Style

### Lesson 2: Plan Your Day

- The Critical Importance of Planning
- Align Time Management to Your Goals
- Four-Step Tool to Help Reach Your Goals
- Using Agile Sprints to Accomplish Your Goals
- Commit Less; Accomplish More
- Saying, “No” Appropriately
- The Right and Wrong People to Ignore
- Cultural Shift: Giving Yourself Permission to Work Less

### Lesson 3: Finding Focus

- Minimizing Office Distractions
- Train Your Brain to Focus
- Things That Kill Your Focus
- Willpower Over Distractions
- Mindfulness Through the Workday

### Lesson 4: Take Time Off

- Upcoming Vacations Should Increase Your Work Stress
- Critical Work to Accomplish Before a Vacation; and Non-Critical Work Options
- Resuming Work with Minimal Pain



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