

Personal Productivity

~ *Gain control of your day*

Mitchell Personnel Solutions

exceeding expectations

Program Outline:

Knowing how to manage yourself effectively enables you to plan and conquer your goals. Being organised is more than having a to do list, it is about simplifying your life and managing your time wisely.

During this course you will learn about:

- Simplifying your life
- Urgent Important matrix
- Scheduling yourself
- The SMART way
- Self discipline
- Basic project management techniques
- Procrastination
- De-Clutter



To be more productive you need to understand how you work and then improve your efficiency.

At the end of this course you will know:

- How to overcome procrastination and understanding why we all do it
- The power of routines
- Using a productivity journal and appointment scheduling
- Negativity busters
- Prioritising tasks and when to delegate
- Project scopes and how to use them
- How to create a workspace that works for you
- Organising files and folders
- Email mania 0 managing email and using email time wisely

A focused personal productivity course, which will give you tools and techniques to minimise time inefficiency. "How to" tools designed to give you immediate results.

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