

# Productive Work Habits (4 hours)

Less stress and greater results

## Course Overview

### How You Will Benefit

The modern work world is full of distractions. Private e-mails, social media, the Internet, and chatty co-workers cut into productivity and prompt procrastination. Yet work left unfinished today becomes a mountain of work due tomorrow, making a lack of productivity one of the biggest causes of profit loss for organisations.

A survey conducted by Harris Poll included a representative sample of 2,175 hiring and human resource managers across industries and company sizes. The managers said that the consequences of distraction were compromised quality of work, lower morale because of other employees having to pick up the slack, negative impact on boss/ employee relationships, missed deadlines and loss in revenue.

This course is designed to teach employees how to kick bad habits and stay more focused on work throughout the day. As a result, employees will work at a higher level, be able to more effectively prioritise tasks, improve relationships with coworkers and bosses, and create long-lasting behavioural changes.

### Course Objectives

Successful completion of this course will increase your ability to:

- Recognise the difference between true productivity and “fake” productivity
- Prioritise your daily work based on your key results
- Use the latest and best ways to deal with the flow of paper across your desk PLUS how to tame your inbox
- Improve your ability to focus
- Eliminate habits that detract from your productivity
- Work effectively with colleagues
- Cultivate the nine habits that will increase your productivity



### Key Topics Covered

This course explores the following subjects in depth:

- Benefits of working productively
- Identifying your role’s purpose and prioritising key results
- Focusing on outcomes and planning your day
- Evidence against multi-tasking
- How to minimise interruptions and find immersion in activities
- The law of diminishing returns
- How to break bad habits like procrastination, negativity, and succumbing to distractions

### What the Course Offers

- Interactive learning setting
  - Opportunity to apply the concepts in a risk-free environment
  - Thorough set of materials: Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary
  - Certificate of attainment upon completion
- To make the habits stick.....** Weekly follow-up self-assessment for 4 weeks for all participants, with individualised feedback

### Cost

- \$1,650 (plus GST) delivered in-house for up to 16 participants
- Contact us for discounted prices for multiple courses