



PERSONAL PRODUCTIVITY

"We are what we repeatedly do. Excellence, then, is not an act, but a habit". Aristotle

Sow a Thought, Reap an Action;
Sow an Action, Reap a Habit;
Sow a Habit, Reap a Character;
Sow a Character, Reap a Destiny

"Habits are like a cable. We weave a strand of it every day and soon it cannot be broken". Horace Mann

"A Habit is the intersection of Knowledge, Skill, and Desire.
- **KNOWLEDGE** is the Theoretical paradigm, the **WHAT** we do and the **WHY**.

- **SKILL** is the **HOW** to do.

- **DESIRE** is the **Motivation**, the **Want** to do.

In order to make something a habit in our lives, we have to have all three." Steven Covey. *7 Habits of Highly Effective People*

Learning Objectives

When you have completed this module you will be able to define the key concepts associated with Personal Productivity and you will be able to:

- Identify the main obstacles that prevent you from maximizing your productivity;
- Understand the components of productivity and their interdependencies;
- Understand the importance of proper planning;
- Use time management techniques to improve your productivity, and
- Explain the benefits of having an effective and proactive approach to personal productivity.

This is an 8 hour interactive workshop. The course is designed for 6-12 delegates per session.

THE ART OF
COMMUNICATION