



**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**