AAIM Course Description

AAIM

Personal Productivity

We all face this daily challenge: too much to do and not enough time to do it. Do you feel overwhelmed by your workload? Do you wish that you could just stop the flood of emails, voicemails, interruptions and meetings?

This course is all about helping you find better ways to effectively deal with these challenges, get your work done, achieve more, and decrease your stress. We concentrate on practical "how-to" information. That includes tips, techniques and strategies that will have an immediate impact on your personal productivity.

By the end of this half-day course you will be able to:

- Identify ways that you use time effectively and ineffectively
- Set SMART goals and achieve tangible results.
- Identify and set priorities – and stick to them
- Organize your day and eliminate clutter
- Cope with interruption overload
- Reduce procrastination
- Prepare an action plan to improve personal productivity

Topics that will be covered:

- Personal Productivity Self-Awareness
- Managing Our Commitments
- Time-Saving Guidelines and Techniques
- Productivity Killers and Solutions
- Bad & Good Meetings
- Time Saving Technology
- My Action Plan

Prerequisites: Anyone who wants to get more control over their work day - Individuals, team members, supervisors, and managers at all levels.

Advanced Preparation: There is no advance preparation for this course.

Competencies: Action and results focused, decision making, productivity, goal setting, prioritizing, delegation, communication skills,

Delivery Method: Group-Live | **Course Level:** Basic | **Duration:** Half-day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.