

Business Learning



How to Build Better Work Habits & Become More Productive

Description of Course

Everyone is busy, and it seems there are not enough hours in the day to complete our deadlines and projects. This situation often eats into our home life, meaning we often end up stressed, or in the worst case, unwell (both physically and mentally). The problem often lies in how we work day to day, as opposed to others giving us work at the last minute.

This training course helps participants work more effectively for the long term. Instead of teaching strategies to manage a diary or emails, the course looks closely at the blockers which get in the way of success.

Course Objectives

By the end of this course delegates will be able to:

- Identify what being productive really means, and explore the science behind productivity myths
- Understand why they procrastinate, finding new ways to control and eliminate it
- Identify the important tasks they keep “putting off” and why they’re doing it
- Explore how to prioritise their day; balancing their own workload with company performance priorities
- Challenge their mindsets – how open are they to growth or do they have fixed views on how to achieve their goals?

Duration of Course

1 day

Course Outline

Productivity – the science – Exploring what being productive means and how it helps us build better work habits. The science behind myths and bad habits we've probably already formed. Video.

Procrastination - Participants will explore typical areas of procrastination, how we procrastinate in our own lives and what we can do about it

Eat That Frog - An introduction to Brian Tracy's book "Eat that frog" and how it can help us improve our working habits. Video.

Eat That Frog: Thinking on Paper – Putting into practice some of Brian Tracy's methods and applying them in our own lives.

Eat That Frog: Rocks, Pebbles and Sand – Taking our goal setting further, we explore Covey's methodology around prioritising tasks. Video.

Eat That Frog: The Pareto Principle – The final part of the "Eat that Frog" section looks at how effective we are in terms of how we spend our day.

Prioritising: how do we spend our day? – Participants explore how proactive they are, and what the danger might be in letting a situation rule their time.

Prioritising: The Priority Matrix – Taking the Rock, Pebbles and Sand methodology further, participants explore what is truly urgent and what is important in our day to day activities.

Prioritising: Company Performance Tensions - Looking at business objectives that may cause tensions with our own priorities. How can we balance these two different objectives to ensure success on a daily basis?

What's my mindset? – Our mindset can sometimes get in the way of our own successes and plans; utilising Carol Dweck's work, a chance to reflect on our own mindsets when we're building new work habits. Video.

What's my mindset? Energy Cycles – Looking at what gives us energy, and how we can work more effectively depending on where our energy levels might be.