

# MASTERING PERSONAL PRODUCTIVITY

Get More Done in Less Time and Leave the Office Earlier



## PROGRAM DESCRIPTION

Are you working 60-80 hours a week? Would you like to learn how to be more productive at work, so you can achieve the same results in less time and Leave the Office Earlier®? This seminar is Laura’s flagship productivity class that combines key concepts from multiple seminar listings into a comprehensive, full-day program. Time management, prioritization, scheduling, concentration, organization, email, workflow, processing, and systems are all covered—from the start of your day until the end—to help you get Maximum Results in Minimum Time®. Professionals, managers, and administrative staff will gain scores of new ideas from “The Productivity Pro”® on increasing output without increasing effort and performing at your matchless best!

## COURSE OBJECTIVES

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| » Understand the importance of planning and time management      | » Discover Microsoft Outlook tricks to organize email and simplify your life      |
| » Prioritize your daily tasks when everything seems urgent       | » Design an effective time management system                                      |
| » Plan time in your calendar to complete tasks                   | » Keep track of time-sensitive documents and action items                         |
| » Schedule your day systematically and realistically             | » Learn the new principles of organization required for the digital age           |
| » Discover your energy prime times                               | » Learn the “6-D” system for paper, email, voice mail, and action item management |
| » Learn why multi-tasking is unproductive and how to concentrate | » Learn secrets for keeping your email and paper in-boxes empty                   |