Productive Work Habits

Program Highlights:

Productivity isn’t about quantity. It’s about doing the right task, at the right time. In other words, it’s about recognizing what to do when. But sometimes that’s easier said than done. You can help employees and managers improve their productivity with Productive Work Habits.

Participants will begin to develop the positive habits they need to gain focus, learn how to prioritize tasks efficiently, become better organized, manage their time efficiently, work more effectively with colleagues—and even create better work-life balance.

Benefits Include:

- Recognize the difference between true productivity and “fake” productivity
- Prioritize your daily work based on your key results
- Improve your ability to focus
- Eliminate habits that detract from your productivity
- Work effectively with colleagues
- Cultivate the nine habits that will increase your productivity

Next Steps:

- Assertiveness Skills
- Delegating for Growth
- Effective Negotiation Skills
- Why We Struggle With Tough Decisions
**Course Outline**

4 Hours, 10 Minutes

<table>
<thead>
<tr>
<th>Habit</th>
<th>Description</th>
</tr>
</thead>
</table>
| "Habit" One: | Prioritize  
- Course Objectives  
- What is Productivity?  
- Productivity Self-Assessment  
- Identify Your Purpose and Key Results  
- Prioritize Key Results |
| "Habit" Two: | Organize  
- Daily Activity Analysis  
- Focus on Outcomes  
- Keep Track of Work |
| "Habit" Three: | Focus  
- Forget Multi-Tasking  
- Persistence |
| "Habit" Four: | Take Breaks  
- Law of Diminishing Returns  
- Determine Your Ideal Balance |
| "Habit" Five: | Manage Your Time  
- Small Changes, Big Results  
- Know Your Peak Performance Times |
| "Habit" Six: | Break Bad Habits  
- Procrastination  
- Negativity  
- Getting Distracted  
- Being Habitually Late |
| "Habit" Seven: | Work Effectively with Colleagues  
- How We Work With Others  
- Talking and Listening |
| "Habit" Eight: | Be an Active Learner  
- Acquire New Knowledge and Skills  
- Teach Others |
| "Habit" Nine: | Be Yourself  
- Tap into Your Inspiration  
- Channel Your Creativity |