



Setting A Productive Work Schedule

Length: 1hr

Delivery modes: Onsite & Virtual Presentations; Pre-recorded tutorials.

Details: A change in working environment, a shift in organizational structure, a new project – there are many reasons why one would consider re-assessing their work practices, and changing it up where needed.

There are a number of scheduling techniques available. Some work better for some than others.

Time and energy mismanagement are productivity burners.

All too often, employees find themselves distracted with emails, social media, interruptions and 'shoulder-tapping' ..etc.

A clear work schedule, a healthy dose of discipline, and a strong set of organizational skills can pave the way to a productive day.

This seminar assesses popular methods, and shares best practice strategies for creating effective daily scheduling, with productivity hacks on working smart.

Content includes:

- Scheduling productive morning routines
- Nurturing a healthy mindset
- The 'Most Important Task' (MIT) Method - Eat The Frog
- Proactive vs. reactive work scheduling
- Working S.M.A.R.T

Connect with WORKBLIS to discuss requirements - hi@workblis.com