Personal Productivity

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, students will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to use their time more effectively.

About This Course

In this course, students will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to use their time more effectively.

Who Should Attend

In this course, students will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to use their time more effectively.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Upon successful completion of this course, students will take ownership of their time management in order to achieve their goals and lead a more productive life.

Detailed Course Outline

Getting Started

- Icebreaker

  Housekeeping Items

  The Parking Lot

  Workshop Objectives

Setting SMART Goals

- The Three P's

  The SMART Way

  Prioritizing Your Goals

  Evaluating and Adapting

The Power of Routines

- What is a Routine

  Personal Routines

  Professional Routines

  Six Easy Ways to Simplify Your Life

Scheduling Yourself

- The Simple Secret of Successful Time Management

  Developing a Tracking System

  Scheduling Appointments

  Scheduling Tasks

Keeping Yourself on Top of Tasks

- The One-Minute Rule

  The Five-Minute Rule

  What To Do When You Feel Like You're Sinking

Tackling New Tasks and Projects

- Why We Procrastinate

  Nine Ways to Overcome Procrastination

  Eat That Frog!

Using Project Management Techniques

- The Triple Constraint

  Creating the Schedule

  Using a RACI Chart

Creating a Workspace

- Setting Up the Physical Layout

  Ergonomics 101

  Using Your Computer Efficiently

Organizing Files and Folders

- Organizing Paper Files

  Organizing Electronic Files

  Scheduling Archive and Clean-Up

Managing E-Mail

- Using E-mail Time Wisely

  Taking Action!

  Making the Most of Your E-mail Program

  Taking Time Back from Handheld Devices

Tackling Procrastination

- Why We Procrastinate

  Nine Ways to Overcome Procrastination

  Eat That Frog

Wrapping Up

- Words from the Wise

  Review of Parking Lot

  Lessons Learned

  Completion of Action Plans and Evaluations

Additional Course Details

Nexus Humans Personal Productivity training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Personal Productivity course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Personal Productivity?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Personal Productivity course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Personal Productivity training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Personal Productivity?

Yes, we provide corporate training, dedicated training, and closed classes for Personal Productivity. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Personal Productivity?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Personal Productivity training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.