

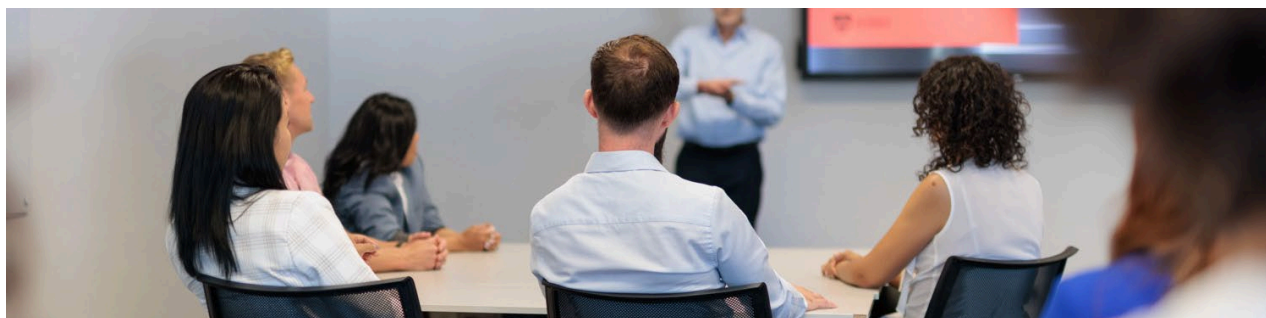


THE UNIVERSITY OF
SYDNEY

Optimising Personal Productivity Course

*Centre for
Continuing Education*

Optimising Personal Productivity Course



This personal productivity, effectiveness and efficiency course will help you create even more from your biggest asset – your time – and experience even greater fulfilment in the process.

Studies show self-esteem increases when we produce or create things or experiences that are of value. In this digital age, the challenge isn't lack of time. After all, what is common to all of us is the fact that we all have challenges and we all have the same amount of time – 24 hours, 7 days a week. Yet the exceptional create more, and with significantly more impact than the average.

The solutions – value and take charge of your time, be clear on what is most important, develop the discipline and good habits to focus on what's most important, and create and put empowering energy into all that you do.

This course provides all four solutions and covers four primary objectives. Firstly, to develop the mindset of being proactive and taking charge of your time. Secondly, to help you get clear on what is most important to you. Thirdly, to develop the right mindsets, skills and habits to radically enhance your personal energy and output. Finally, to sharpen your focus and eliminate distracting inputs that slow down progress.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Analysts, business professionals, managers, IT knowledge workers and lifelong learners looking to master their time, energy, and personal output.

Prerequisites

None



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course provides a practical, hands-on approach to increasing personal effectiveness, energy, efficiency, and output. We aim to empower you with the mindsets, skills, strategies, and habits that enable optimal productivity and elevate personal fulfilment in these digital times of constant disruption and change.



Outcomes

By the end of this course, you should be able to:

- appreciate the difference between managing energy and managing time
- apply a personal productivity wheel tool to understand what's most important and how to set goals effectively
- apply the 80/20 principle to focus on what is important
- adopt elite productivity mindsets
- create habit systems and rituals to elevate energy, sharpen focus and eliminate distractions
- quickly plan your days and weeks and learn how to work efficiently on the go.



Content

Managing energy versus managing time

- Energy versus time
- Productivity versus fulfilment
- Being proactive and taking ownership of your time

Effective goal setting and creating balance

- Defining what's most important
- Using the life and professional wheel
- Effective goal setting

Putting first things first

- Critical versus important tasks
- Developing the discipline to put first things first
- How to say “no” and delegate effectively

Energy rituals and minimising distractions

- Creating the energy to optimise your productivity and experience
- Energy rituals
- Optimising focus and managing your environment to eliminate distractions



“Facilitator was fantastic and was able to draw from his own experiences. His enthusiasm was infectious, and tips were great.”

Joan Isaac



Delivery style

Explosive productivity will be taught through a series of concepts, examples, group exercises, and in-class knowledge challenges. The material is presented so that participants of varying backgrounds, skills and abilities can all move together in a brisk but comfortable learning pace.

Utilising principles of productivity, effectiveness, efficiency and time and energy management, the course material and timeline are structured to optimise learning and value add.

Materials

Course materials, including a presentation and a course booklet, are provided electronically.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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