

Getting Organized and In Control

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 165-16

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/getting-organized-and-in-control/>

Powerful Techniques to Maximize your Productivity

A recent study suggested that the average office worker receives 190 pieces of information a day and wastes as much as 150 hours a year looking for “stuff”. Another study suggests that at least 10% of all documents are lost or misfiled.

With information overload growing and budgets tight, you can’t afford the wasted time and lost productivity that comes from a cluttered desk, messy files, or no system of personal organization.

At this workshop, you’ll develop organizational skills: learn to how to streamline daily tasks, organize personal space, effectively use calendars, communicate using the appropriate means, and more.

Learning outcomes

At the end of this workshop, you will be able to:

- List barriers to successful organization
- Develop an action plan for reducing clutter
- Understand and demonstrate the use the productivity cycle
- Explain the benefits and drawbacks of various organization systems
- Understand methods for reducing electronic mail
- Write SMART goals and explain their benefit
- Begin implementing goals created during the session

Workshop topics

Establishing your Priorities

- Goal Setting for Peak Performance
- Setting short and long term S.M.A.R.T. goals and objectives

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession’s governing body, as there is no universal approach.

- Integrating a productivity system that works for you.
- Applying these goals to your task system

Managing Yourself

- Participants will Identify/understand procrastination and why we procrastinate (assess your procrastination style)
- Participants will identify their organizational pitfalls, explore the benefits of being organized, and understand the importance of respecting themselves enough to adopt new work habits.
- Participants will assess their skills in Organization, Attitude, Delegation, Information Integration & Productive Systems to find out what stands in their way from being organized and productive.
- What style of procrastination do you use.

Managing your Workload

- Using the time matrix model to plan, schedule and implement your action items
- Planning the important tasks to work
- Effective delegation

Tips to Organize your Workspace and Stay Productive / Cleaning Out Personal Space

- Techniques for understanding office tools and setting up the office. These techniques help reduce or eliminate unneeded paperwork, files, pictures, notes, personal treasures, and other items that clutter workspace.
- For hybrid workers: tips to stay organized between two work spaces

Email Management and Controlling Clutter on your Computer

- Techniques for organizing electronic files, folders and email
- Matching paper and electronic files/ inbox filing for easy retrieval
- Don't use your inbox as a To-do list
- A few tips on how to organize your inbox with Outlook.
- How to stay on top of appointments, keep track of contacts, and other critical information.
- Guidelines for establishing e-mail best practices

Action Plan

- Creating a personal action plan for getting organized and staying organized

Prerequisites

There are no prerequisites for this course

Who should attend this course?

Anyone who has felt the frustration of being overworked, overcommitted or overwhelmed and wants to develop an effective system for staying organized.