COURSE BROCHURE

Personal Effectiveness and Productivity

A practical course that helps employees set priorities, plan the week, stay focused and cut time lost to email and meetings, leaving with a personal working system they can actually keep up.

Code	HT-MGT-149
Category	Management & Leadership
Duration	1 week
Level	Beginner
City	London

Introduction

Many employees spend the day answering messages and moving between meetings, then go home with their most important work untouched. The problem is rarely a lack of time; it is the lack of a clear way to choose what deserves that time.

Objectives

- Set clear personal and professional goals and link daily tasks to them
- Rank priorities and separate the important from the urgent
- Plan the week and the day realistically, leaving room for the unexpected
- Improve focus and overcome procrastination and distractions
- Bring order to email, meetings and requests from other people

Who should attend

- New employees and recent graduates
- Administrators, coordinators and office staff
- New supervisors whose responsibilities have grown
- Anyone who wants to organize their time and work better

Skills you will develop

- Prioritization and time management
- Weekly planning and time blocking
- Focus and habit building
- Email and meeting management

Learning Outcomes

- Analyze a one-week time log and name the three biggest sources of wasted time
- Prepare a time-blocked weekly plan that includes periods of deep work
- Use a single system for capturing and tracking tasks instead of scattered lists
- Decline a request or negotiate its deadline politely and clearly

Course Outline

Day 1: Clarity and Priorities

- Personal roles and values, and writing SMART goals

- The Eisenhower matrix for important and urgent tasks, and the Pareto 80/20 rule
- Choosing the three most important tasks of the day

Day 2: Planning and Time Management

- The time log: where the day actually goes
- The weekly review, weekly planning and time blocking in the calendar
- A system to capture, clarify, organize and review tasks, and estimating how long each takes

Day 3: Focus, Energy and Habits

- Deep work, the cost of task switching and managing notifications
- Causes of procrastination, the Pomodoro technique and the two-minute rule
- Managing energy through the day and building habits with the cue, routine and reward loop

Day 4: Working with Others

- Managing email and instant messages with clear rules for sorting and replying
- Effective meetings: agenda, duration, decisions and follow-up
- Saying no politely, delegating and clarifying expectations with the manager

Day 5: Tools, Staying on Track and the Action Plan

- Choosing simple digital tools for calendar, tasks, notes and file organization
- Coping with work pressure and balancing work with personal life
- Applied project in which each participant designs a personal productivity system and a thirty-day commitment plan and reviews it with a peer

Training methodology

Analysis of each participant's own time log
Building a real weekly plan in the participant's own calendar
Role play on declining requests and negotiating deadlines
Short applications to participants' actual tasks after each topic

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
London	28 June 2027 – 2 July 2027	EN	EUR 5,700

Fees are per participant.

Contact us

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https://harbor4training.com/en/courses/personal-effectiveness-productivity