

Secrets to Boosting Productivity

Learning Objectives

- Boost Your Productivity through Efficiency and Planning

Establishing Goals and Setting Priorities

- Utilize the SMART Goal Model
- Use Identify Activities/Tasks to Support Your SMART Goal
- Prioritize Your Activities/Tasks

Maintaining Concentration and Focus

- Recognize the Benefits of Maintaining Your Concentration and Focus
- Establish Routines and Identify and Define “Dash-Dot” Work
- Uncover and Deal with Time Wasters