Personal Excellence Workshop

Description

This course enables the participant to better manage their priorities by creating a foundation for decision making, developing long-term and short-term goals, breaking goals down into workable actions, and discovering and executing their operational process to focus them on what matters most every day.

Learning Objectives

Participants will learn how to improve their time effectiveness by designing and transforming goals into daily action plans. They will learn tips and techniques for better focus and will be able to manage their distractions more effectively (e.g. email, interruptions, etc.).

- Establish personal purpose to guide decision making.
- Improve time effectiveness.
- Transform goals into action plans with milestones and evaluation criteria.
- Identify sources of and create remedies for time wasters.
- Organize use of email for greater productivity.
- Create an effectiveness action plan.

Knowledge Areas Covered

- Whole Person Thinking
- Personal Mission Statement
- Goal Creation and Management
- Personal Project Management
- Email Management
- Calendar Management
- Task Management
- Document Organization and Management

Audience

Busy individuals interested in better understanding why they make decisions regarding managing their time and what they can do to become more efficient and effective.

Course Cap

18 participants

Required and Supplementary Materials

- Required: Personal Excellence Student Handbook
- Supplementary:
    - Seven Habits of Highly Effective People, Stephen R. Covey

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- Getting Things Done, David Allen

Course Outline

The course is designed to be delivered in two parts.

Part One

- Whole Person Thinking
- Taking Control
- Goal Creation
- Exercise: Draft personal mission statement
- Exercise: Draft personal goals

Part Two

- Personal Project Management
- FocusMe for Excellence Model
- Exercise: Draft project(s) aligned to goals
- Exercise: Create effectiveness action plan

For the eight hour program, we include specific activities pertaining to the FocusME for Outlook tool.

Sign Up

Ceptara provides this program to organizations as part of their internal training courses or as a standalone program. Learn more and Request a FREE Quote... [1]

If you are an individual interested in this program, this course is offered via Open Enrollment at Everett Community College and Cascadia College in Washington state.
Tell me more... [2]

Source URL: http://ceptara.com/training/pexworkshop

Links:
[1] http://ceptara.com/lp/customtraining?channel=web&program=pexworkshop
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