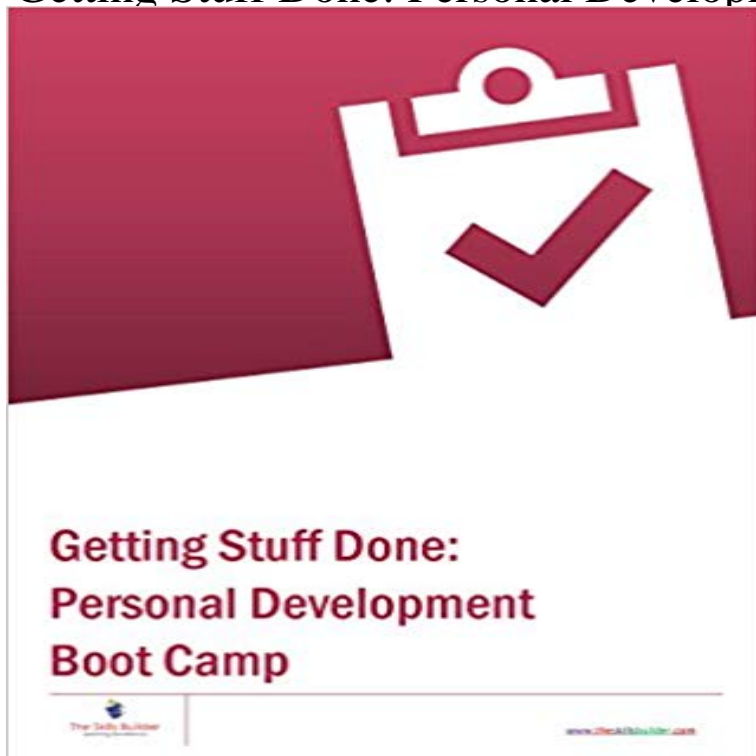


Getting Stuff Done: Personal Development Boot Camp



Why are there so many different organizational systems and time management methods out there? The answer is simple: its like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. In this book, we will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life! What Will Students Learn?

- ? Identify what personal efficiency is, what skill sets can improve personal productivity, and what attitudes we should cultivate
- ? Explain why multi-tasking is a myth
- ? Describe what role long-term goals play in short-term efficiency
- ? Share a personal vision and develop dreams and goals from it
- ? Apply the 80/20 rule and learn how it should affect planning
- ? Identify the characteristics of a good organizational system
- ? Develop a plan for an efficient workspace, including a customized information center and a filing system
- ? Apply a system that will allow them to process any type of information that crosses their desk
- ? Use the Eisenhower principle to prioritize work and routines to simplify lives
- ? Understand why they procrastinate and develop methods for tackling tasks
- ? Apply tools to make their households more productive and efficient

What Topics are Covered?

- ? Understanding personal efficiency
- ? Developing the right attitude
- ? Laying the foundation
- ? Building blocks of an organizational system
- ? Creating the right environment
- ? Setting up your virtual environment and information management center
- ? Managing information in six easy steps
- ? Prioritizing your tasks
- ? Saying no
- ? Creating routines
- ? Stopping

procrastination now (not later!) ? Applying our lessons at home

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