Increasing Your Productivity

Increase the Quantity of Work

If we consistently deliver fabulous work but very little of it, we are often are not seen as a significant contributor. To be a high contributor, we really must do both. That is deliver high quality work and lots of it. Taking the time to identify the factors impacting your ability to produce a higher volume of work is worth doing. You may find a few ways to increase the amount of work you can deliver, while maintaining quality, thus strengthening your contribution to the team and organization. You may have been asked by your manager to make an improvement, or you may want to increase your performance and contribution. This course will help you increase the volume of work you produce. By completing this course, you will select specific actions you will take to increase the quantity of work produced.

Stay Productive While Waiting for Answers

Most of us have had the experience of waiting for information or needing something to get done before we can move forward in our work. In these situations, a piece of information or action is required before we can perform the next step in our project or work assignment. While frustrating at times, especially if we have to wait, this circumstance is not uncommon in most work situations. It's the nature of work and working with others. The challenge we face at these times is to be careful not to stop working and stay productive. That is, we must find other ways to meet our work objectives and contribute to the team. This course is designed to help you when you are in situations in which your work or assignment comes to a halt because you must have key information or need others to complete a particular action or task. This course provides specific instructions to help you make a conscious effort to stay productive when your core work or project is stalled and you must wait for someone before moving forward again. In these situations you must want to stay productive as well as have a desire to find ways to accomplish other work. By completing this course, you will know how to maintain personal productivity while waiting for answers to critical questions.

Organizing Information for Productivity

All of our workdays are filled with information. Whether it's emails, papers, thoughts and ideas, or conversations with others, on any given day we must manage a lot of information. While necessary for our job, it's certainly true the level of incoming information can get overwhelming. And since few of us are able to stop the inflow of data, we must find ways to manage it the best way we can. If you're feeling overwhelmed by the level of information you must manage, or would like to improve how you organize and handle it, then this course is for you. By streamlining and organizing your information in a way that works for your personal style and your job, you will find you can get more done and increase your overall efficiency at work. By completing this course, you will know how to organize information to increase your effectiveness and productivity.