CENTRAL BANK OF EGYPT
Egyptian Banking Institute

Productivity
in the New Era

Course Description:

Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life. This workshop will illustrate how to organize our lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Course Objectives:

By the end of the course, participants will be able to:

- Identify the three P's and set SMART goals
- Use an effective way to create an effective routine
- Manage time efficiently through scheduling and tracking methods and different strategies
- Use project management techniques for streamlined task execution
- Discuss the elements of an effective workspace
- Identify the ways of organizing files and folders
- Apply the techniques of managing E-mails
- Recognize and overcome procrastination with actionable strategies

Course Outlines

Module One: Setting SMART Goals

- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Evaluating and Adapting

Module Two: The Power of Routines

- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life

Module Three: Scheduling Yourself

- The Simple Secret of Successful Time Management
- Developing a Tracking System
- Scheduling Appointments
- Scheduling Tasks
- The One-Minute Rule
- The Five-Minute Rule
- What to Do When You Feel like You're Sinking

Module Four: Tackling New Tasks and Manage Projects

- The Sliding Scale
- A Checklist for Getting Started
- Evaluating and Adapting

- The Triple Constraint

- Creating the Schedule

- Using a RACI Chart

Module Five: Creating a Workspace

- Setting Up the Physical Layout

- Ergonomics 101

- Using Your Computer Efficiently

Module Six: Organizing Files and Folders

- Organizing Paper Files

- Organizing Electronic Files

- Scheduling Archive and Clean-Up

Module Seven: Managing E-Mail

- Using E-mail Time Wisely

- Taking Action!

- Making the Most of Your E-mail Program

- Taking Time Back from Handheld Devices

Module Eight: Tackling Procrastination

- Why We Procrastinate

- Nine Ways to Overcome Procrastination

- Eat That Frog!

Course Duration

8 hours

09:00 AM – 5:00 PM

Target Audience:

This program is tailored for employees at both junior and senior levels who seek to boost productivity and establish effective routines beneficial for personal and professional growth.

Delivery Method

In-class

Assessment Strategy

Participation

60 % Cut of score of total grades which is "100"

Course Language

Material: English

Instruction and Explanation: Bilingual (AR<>EN)

HOTLINE
15200
One number to better serve you!

Headquarters – Nasr City
22 A, Dr. Anwar El Mofty St., Tiba 2000
P.O.Box 8164 Nasr City, Cairo, Egypt
Tel.: (+2) 02 24054472
Fax: (+2) 02 24054471

Working hours: 9:00 am - 5:00 pm
www.ebi.gov.eg

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