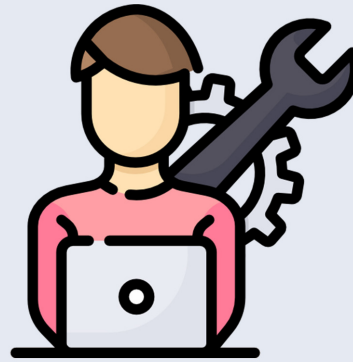# Productivity Hacks

Duration: 5 hours
Audience: Associates, Managers and Leaders

Understand the myths associated with time management and identify the biggest obstacles to achieving peak productivity.

Program coverage

- **Skill drill 1: The time management myth**
  In this skill drill, participants will explore why time management is a myth and why executives should instead focus on, managing impact, managing focus and managing energy

- **Skill drill 2: The greatest obstacles**
  In this skill drill, we will explore what stops us from achieving peak productivity. We will work through activities and exercises to identify the root causes and discuss strategies to mitigate their effect

- **Skill drill 3: Tools for success**
  In this skill drill, we will discuss practical tools to achieve peak productivity, namely, unplugging, uni-tasking, and outcome focusing; small-picture thinking; controlling your gathering points; estimating and planning; saying No; your body's best time and deep work

Post workshop evaluation

- Qualitative: Learners select one or two tools from the workshop that they can implement at work. Learners report their experiences of using the tools after 2 weeks through an online self report survey

Post workshop support

A reference microsite with additional tools, techniques, videos, best practices and case studies. Refresher learning through emails -1, 10, 30, 60 days, and a self report survey

Case Studies   Videos   Exercises