



# ORGANIZATIONAL SKILLS & **PRODUCTIVITY**

One of the key hallmarks of highly effective individuals is the ability to become and stay organized. We live in a busy era and it's easy to fall behind.

This course will teach skills to manage tasks and prepare learners to learn how to process digital and physical sources of information.

Students will also learn how to effectively manage email and other to-do's to assure they maximize their productivity. Therefore, the most important things will be done at the most important times.

## **Throughout the course of this instruction, students will:**

- Identify the many gathering areas for physical and digital items and learning how to process these items.
- List the different techniques for dealing with email
- Understand common distractions and develop strategies to engage in deep work

To schedule this seminar, email Jesse Williams at [jesse@signettraining.com](mailto:jesse@signettraining.com)