

Beyond Scheduling

A Comprehensive Planning & Action Management Program designed to help improve:
Planning | Daily Productivity | Personal Energy | Project Follow-through.

Directcorporate.com

Workshop #1: FOUNDATIONS + PLANNING

If you are looking to reclaim control of your time, organize your workload better, and build plans that work, this course is for you!

Topics include:

- Why we do what we do?
- Auditing Actions over Time
- Designing Effective Plans
- Sustainable Goal-Setting
- Prioritizing methods
- Estimating Duration more accurately
- Building Effective Action Lists
- Building a workable + adaptable Schedule
- Project Implementation tips

Workshop #2: ACTION MANAGEMENT

Bring your well-designed plans to life! But wait a second – you just got ten emails you have to reply to. So how do we better implement, defend and complete what we set out to do?

Topics include:

- Managing Interruptions
- Managing Distractions
- Understanding & Overcoming Procrastination Habits
- How to say No to Over-commitment!
- Building plans for pro-active management of time thieves
- Tech tips to better manage distractions + interruptions

Workshop #3: BEST PRODUCTIVITY

Mastering the art of daily action-management. We focus on practical energy-resource management, time-saving software skills, and help you create daily + weekly routines that you can depend on to continually improve your skills over the long-term.

Topics include:

- Daily Action Management
- Counter-Balancing Activities for best productivity + flow
- Managing personal energy + renewal as a resource
- Software Productivity Tips:
 - Word, Excel, PPT
 - Outlook + Email
 - MS Project
 - Global Quick tips

Full Program Bundle + Personalized Coaching Package:

All Workshops + 4 Advisory Sessions

Full program with personalized coaching. 1 workshop/week + 1 hr coaching: You work together with a DCS certified project advisor to help build your specific action plans + productivity process. Build a customized action management plan to help you follow-through on your plans!

4-week program includes:

- Levels 1 – 3 Beyond Scheduling workshops
- Additional personalized tools based on pre-work assessment
- 4 Advisory & Planning sessions (each approx. 45 – 1hr live web conference, scheduled weekly/bi-weekly.)
- Discount on future advisory sessions.

Register here:

dcs.thinkific.com

Questions? Need a Customized project team-workshop? Want to join our Affiliate program? Email info@directcorporate.com