



Peak Services delivers deep expertise in the local government sector.  
We understand the business of councils. Challenge us.

## PERSONAL PRODUCTIVITY – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
Most people find that they wish they had more time in a day. This workshop will show participants how to organise their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honoured planning and organisational tools to maximise their personal productivity.	<ul style="list-style-type: none"><li>• Setting SMART Goals</li><li>• Creating good habits</li><li>• Evaluating and adapting</li><li>• The importance of routines</li><li>• Personal and professional routines</li><li>• Six easy ways to simplify your life</li><li>• developing a tracking system</li><li>• Scheduling appointments</li><li>• Scheduling tasks</li><li>• The simple secret of successful time management</li></ul>	<ul style="list-style-type: none"><li>• Set &amp; evaluate SMART goals (specific, measurable, achievable, relevant &amp; timed)</li><li>• Learn to use routines to maximise productivity</li><li>• Master numerous scheduling tools for efficient use of time</li><li>• Learn to stay on top of a to-do list</li><li>• Learn how to start new tasks &amp; projects on the right foot</li><li>• Master basic project management techniques</li><li>• Organise physical &amp; virtual workspaces for maximum efficiency</li><li>• Take back time from e-mail &amp; handheld devices</li><li>• Learn to tackle procrastination</li></ul>



### COURSE DETAILS

Delivery	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
Duration and Location	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
Fees and Inclusions	<p>Our training course will include:</p> <ul style="list-style-type: none"><li>• Instructor-led training</li><li>• Statement of Attendance</li><li>• Course Workbook</li></ul>

**PLEASE CONTACT PEAK SERVICES  
FOR COURSE FEES OR A PROPOSAL  
FOR ONSITE/IN-HOUSE  
TRAINING PROPOSALS**

**REGISTER NOW  
07 3000 2148  
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