DAY 1

Key Principles of Personal Productivity and Achieving Results

- Course objectives and review of beliefs and feelings about time, and success
- Essential principles of attention, energy, and time management
- How do you use your time now?
- Setting clear, concise, and motivating sales goals and action plans
- How to set and use goal setting as way of managing your time and increasing results?
- The principles of linking OKR's, outcomes and SMART objectives to action plans and daily activities

DAY 2

Managing Priorities and Planning Systems

- Why goal setting does not work most of the time and what does?
- Identifying your own motivation and purpose
- Developing a solution-focused and growth mindset
- Self-coaching for progress and capacity building
- How to use priority ratings not urgency to react to tasks?
- Know your time 'bandits' and creating more positive habits to overcome them

DAY 3

Improved Communication for Saving Time, Energy, and Effort

- Dealing with distractions and improving your communication skills
- Assertiveness techniques for handling colleagues and clients
- Making meetings worthwhile – preparation and planning
- Speed-reading techniques to save time
- Clear, concise, and convincing, how to get your point across in 30 seconds
- Using priorities to build productive habits:
    - Delegate to others,
    - Avoiding Interruptions,
    - Learn to say "NO", nicely

DAY 4

Overcoming Procrastination and Structuring Your Day

- Batch sales tasks together, starting with emails
- Planning your day and week and protecting 'prime' time
- Apply the 80/20 to your work and projects
- Understanding procrastination, what it is and how to recognise it in yourself and others
- How to stop procrastinating and start making progress?
- How to take positive actions to go from being stuck to being motivated?

DAY 5

Applying Positive Psychology to Your Work Activities and Goals

- What is positive thinking and why it matters?
- Examples of positive psychology and positive thinking in individuals and organizations
- How positive mental attitude can influence and shape your future?
- Overcoming mental blocks, blind spots, and negative emotional loops
- Visualization techniques and relaxation techniques
- The seven principles of positive thinking and psychology