Productivity Powerhouse Certification Course

Course Duration: 7 Days

Topics & Details

Introduction to Productivity Powerhouse:

★ **Lesson 1: Time Audit & Goal Setting**

-- Track your current time usage

-- Define SMART goals aligned to your priorities

★ **Lesson 2: Prioritization Frameworks**

-- Apply the Eisenhower Matrix (Urgent vs. Important)

-- Use the ABCDE method for daily task ranking

★ **Lesson 3: Scheduling & Time Blocking**

-- Design your ideal weekly calendar

-- Reserve focus blocks for deep work

★ **Lesson 4: Focus Techniques & Flow**

-- Implement Pomodoro and 90-minute rhythms

-- Eliminate distractions and manage digital interruptions

★ **Lesson 5 : Productivity Tools & Automation**

-- Set up a task system (Todoist/Trello/Notion)

-- Automate repetitive tasks with simple scripts or rules

★ **Lesson 6 : Delegation & Boundary Setting**

-- Identify tasks to delegate or defer

-- Communicate boundaries and manage requests

★ **Lesson 7 : Review & Continuous Improvement**

-- Conduct a weekly review & lesson log

-- Refine your system and sustain peak performance

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