Course Description: NewHabits Foundations (Virtual) with Email Overload Module

Course Outcome: To give participants freedom from time-stress now, and in the future, by teaching them how to upgrade their personal systems for task management and productivity.

Learning Objectives:

1.   Participants will be able to escape feelings of stress, overwhelm and information overload by changing their habits so that fewer demands on their time are managed using their memory.

2. Participants will analyze and incorporate upgrades to their time management systems, especially when an increase in workload brings new time demands, so that none falls through the cracks.

3. Students will craft a plan for learning new habits and shedding old ones that covers the next 18-24 months, and continuously increases their productivity.

4. Participants learn how to escape email overload now, and in the future.

Logistics: This virtual programme runs for two 3.5 hour sessions either on the same or separate days. It's an interactive, gamified workshop. The programme continues after these sessions end with a 7-lesson multimedia e-learning course that is self-paced. Plus, all participants receive a free version of one of my books (pdf.) For more details see https://newhabits.mytimedesign.com
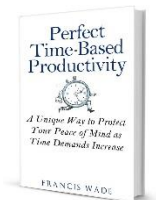
Workshop and e-learning Topics:

- Critical Definitions: Time Demands, Fundamentals and Peace of Mind
- Designing Your Upgraded Time Management System in Small Steps
- Understanding the 7 Essential Fundamentals of Task Management
    - Capturing
    - Emptying
    - Tossing
    - Acting Now
    - Storing
    - Scheduling
    - Listing
- Evaluating Your Current System
- Planning an Upgrade, plus specific Habit Changes and Support Mechanisms
- Growing Your Skills from being a White Belt to a Black Belt

Who Should Attend: Knowledge-working professionals at ALL skill levels who have significant discretion over their time, plus computer literacy. Project Managers may earn up to 7 PDU's - see the information provided at the above country links.

This blended learning programme will be delivered by Francis Wade, President of Framework Consulting and founder of 2Time Labs: http://2time-sys.com.