



**National Productivity Council**

**Under DPIIT, Ministry of Commerce & Industry, Govt**



Department for Promotion of  
Industry & Internal Trade  
Ministry of Commerce &  
Industry Government of India



Self Paced e-Learning Course with Voice over Title: **“Mastering Personal Productivity”**

Registration Fee (including GST):-Rs **1790/-**

#### **About Self Paced e-Learning Course with Voice over :--**

The E-Learning Program, Productivity is not getting more things done each day but getting important things done consistently. Productivity is a skill which can be acquired and improved upon. Mastering Personal Productivity Course will provide you with understanding and tool & techniques to get more done consistently without stress and achieve your desired goals successfully. Focus is one of the critical aspect when it comes to productivity. In the course You start your productivity journey where you will go through the wonderful exercise which will help you to focus on whatever you do in your life. Also, You will define your personal and professional GOALS so that you guide your productivity journey in that direction. You will undergo a wonderful experience which will help you to improve your productivity instantly.

Physical clutter leads to mental clutter, and this produces a self-enforcing mechanism. During the course you get the opportunity to Declutter every aspect of your life. You will do the guided self-evaluation to understand whether you are living the cluttered life or not. You will go through the four steps to declutter your life with self-reflective exercises.

It's essential to organize every areas of your life so that your life is on cruise control with few bumps on the way. You will also learn actionable steps to limit distractions so that you can easily focus on your task and achieve great results. Prioritization has many benefits such as like it helps to focus energy and attention to things that really matters. You will the learn the five most important strategies to prioritize your task for optimum utilization of your resources. Finally, you will cement your learnings with two specially curated case studies.

The course comes with the wonderful workbook which will be your companion throughout the course and help you self-reflect and implement the learnings.

### **Module 1 of the Program: Getting Started**

- Necessity of Personal Productivity in Current Times
- Tool To Clear The Mind
- SMART Goals & Why Its Required for Personal Productivity
- Instantly Increase Your Productivity

### **Module 2 of the Program: Declutter Your Life**

- Understand Impact of Clutter in Modern Day Living
- Self-Assessing to Analyse Whether You are Living a Cluttered Life
- Four Steps Towards Decluttered Life
- Action Plan to Declutter Your Life

### **Module 3 of the Program: Get Organized & Master Prioritization**

- Tools & Techniques to Organize Major Aspects Your Life
- Practical Strategies to Limit Distractions
- Five Most Important Prioritization Strategies
- Case Studies to further understand the learnings

### **Register to learn**

- Understand Nuances of Personal Productivity
- Instant way to Increase Your Productivity
- Practical ways to Declutter Your life for Success
- Organize Major Aspects of your Life
- Understand and Implement Prioritization Strategies

Thanks & Regards

NPC Team

Course conducted by Group/ Regional Directorate Name:- **\_\_Economic Services**

Name & Designation of Course Coordinator: **Rajesh Sund, Director (Economic Services)**

**Course Coordinator Contact Details-----8799784715**