



Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, coworker interruptions and new fires to put out, how can you increase your productivity without adding more time to your day? Through discussions and small group exercises, you will learn about the three common areas of time loss and identify tools you can use to reduce their impact; develop effective organizational skills; utilize SMART goals to prioritize your day; and gain tips to successfully multi-task when managing multiple projects.

Who Should Take This Course?

This course is designed for those who want to increase workplace productivity through the use of effective timesaving techniques and organizational skills.

Course Objectives

- Identify the three common areas of time loss, and identify tools to reduce their impact
- Utilize SMART goals as a prioritization tool
- Develop methods for successfully multi-tasking multiple projects

Course Info

- Length: 3 hours
- Format: Classroom instruction, group projects and exercises
- Prerequisite: None

Course Content

Identify the three common areas of time loss, and identify tools to reduce their impact

- Identify and develop solutions for personal time-wasters, procrastination and disruptions
- Develop communication strategies to minimize time loss around you

Utilize SMART goals as a prioritization tool

- Utilize SWOT and SMART to prioritize your projects and time
- Be SMART when planning your day

Develop methods for successfully multi-tasking multiple projects

- Learn five key multi-tasking strategies
- Understand your multi-tasking limits and strengths
- Develop tools to find balance under stressful conditions



Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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