

Practice Transformation Program

Personal and Team Productivity

PTPRO Course Description

Boost productivity at a personal level and within your organization by understanding natural obstacles, implementing a proven task management methodology and effecting team-wide adoption.

Syllabus

I. Section One - Understanding WHY our current task management habits do not serve us

Duration: 3 weeks

- Session 1:
 - Welcome to the Woodard Institute Classroom
 - Begin with the WHY
- Session 2:
 - Module 1 – Productivity Myths
 - Module 2 – Productivity Roadblocks
- Session 3:
 - Module 3 – The Productivity and Priority Connection
 - Module 4 – A Productivity Methodology

II. Section Two - Building a Productivity System

Duration: 5 weeks

- Session 4: Module 5 – Capture
- Session 5: Module 6 – Practical Application of Capture Automation
- Session 6: Module 7 – Clarify & Organize
- Session 7: Module 8 – Practical Application of Clarify & Organize Automation
- Session 8:
 - Module 9 – Reflect
 - Module 10 – Engage

III. Section Three - Taking It to the Team

Duration: 2 weeks

- Session 9:
 - Module 11 – Getting Off the Runway
 - Module 12 – Systems & Processes
- Session 10:
 - Module 13 – Team Adoption
 - Module 14 – What's Next?



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Course Schedule

Session 1	7/6/2021 Tuesday	12-2pm eastern
Session 2	7/13/21 Tuesday	12-2pm eastern
Session 3	7/20/21 Tuesday	12-2pm eastern
Session 4	7/27/21 Tuesday	12-2pm eastern
Session 5	8/3/21 Tuesday	12-2pm eastern
Session 6	8/10/21 Tuesday	12-2pm eastern
Session 7	8/17/21 Tuesday	12-2pm eastern
Session 8	8/24/21 Tuesday	12-2pm eastern
Session 9	8/31/21 Tuesday	12-2pm eastern
Session 10	9/7/21 Tuesday	12-2pm eastern
Study Hall	7/7/2021 Tuesday	3-4pm eastern
Study Hall	7/14/21 Tuesday	3-4pm eastern
Study Hall	7/21/21 Tuesday	3-4pm eastern
Study Hall	7/28/21 Tuesday	3-4pm eastern
Study Hall	8/4/21 Tuesday	3-4pm eastern
Study Hall	8/11/21 Tuesday	3-4pm eastern
Study Hall	8/18/21 Tuesday	3-4pm eastern
Study Hall	8/25/21 Tuesday	3-4pm eastern
Study Hall	9/1/21 Tuesday	3-4pm eastern
Study Hall	9/8/21 Tuesday	3-4pm eastern