

# Improve your productivity

This productivity training helps you build better habits, manage time effectively, and stay focused in fast-paced work environments. Learn proven techniques to prioritize tasks, reduce distractions, and work more efficiently — whether you're in a remote role, office, or hybrid setting. Perfect for professionals looking to get more done in less time and reduce burnout. Master productivity skills that lead to better performance and consistent results.

[CBT Nuggets course material](#) →

## WEEK 1

### Improve Your Productivity

Deciding What to Do

Doing a Time Audit

Control Your Environment

Biological Components of Productivity

Improving Your Habits

Validation