

# Maximizing Productivity

This Personal Productivity training for maximizing productivity teaches how to analyze and improve production pipelines by identifying and addressing productivity gaps. Learners will develop strategies to optimize workflows using available tools and new technologies. The course focuses on recognizing physical and digital opportunities to increase efficiency and productivity in both short- and long-term projects.

[CBT Nuggets course material](#) →

## WEEK 1

### Working Effectively from Home

68 min.

Introduction	2
Creating the Right Environment	5
Planning Your Day	5
Carry On Collaborating!	5
Maintain Human Contact	5
Managing Remote Teams	6
Review	1

### Time Management Strategies

Overview	1
Introducing Time Management Strategies	3
When's Your Most Productive Time?	5
Planning Your Day	6
Dealing with Procrastination	6
Focus, Focus, Focus	6
The Pomodoro Technique	2
Being Smart with Technology	6
Reviewing Time Management Strategies	2