



@ASK Training
Attitude | Skills | Knowledge

Cultivate Highly Productive Habits

Course Code:

ASKCPH

Course Duration:

1 day, 9.00am - 5.00pm

Course Fee:

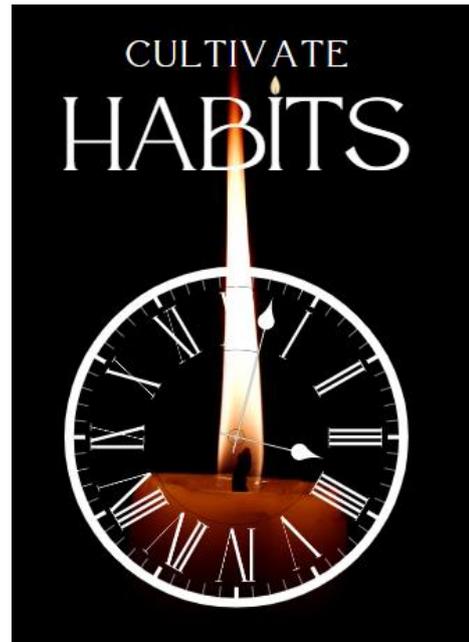
\$600 (\$654 Inc. 9% GST) per participant

Course Venue:

Hotel

Course Dates:

<https://asktraining.com.sg/course-schedule/>



Course Synopsis

A habit is an automatic activity you do without thinking much about it. It is a key factor that determines how much a person can get things done at the workplace.

For instance, there are productive work habits that help you to be more efficient, goal-achieving and successful. Conversely, there are also unhelpful habits that hinder progress and delay accomplishment.

In "Cultivate Highly Productive Habits", you can discover a system of science-backed methods to create working habits that allow you to be at your most productive mode. It can help you to identify and break away unhelpful habits and start cultivating good habits that bring you closer to your goals. The ultimate goal is to be able to consistently get more done and accomplish goals faster than what you have expected.

These productivity methods are habitually used by high performing corporate leaders, athletes and masters in different fields — and are designed to be instantly applicable at the workplace.

Course Objectives

By the end of the course, you would be able to:

- Discover how to form productive habits that have you perform at a level where more work tasks get done in less time
- Know the 'hold-back' habits that are delaying work progress and switch them out with productive ones
- Create habits that allow you to complete important tasks early instead of procrastinate
- Learn how to stick with powerful habits that serve you for life

Course Outline

- A secret to start the morning in a productive way and maintain a consistent level of productivity throughout the day
- How to form the habit of completing things early and accomplish tasks way before the deadline
- Understand the difference between productive tasks that truly matter Vs illusion tasks that 'just appear' to matter
- How to break the procrastinating habit of putting things off to the last minute
- 8 ways to add more hours to your day (this works even if you are always 'swamped with work')
- The secret of 'Spark habits': How to implement small moves that accumulate to become big accomplishments
- Utilize 'Productivity Tracking' to ensure the day is used productively, instead of letting the hours drain away by non-essential things
- The psychological secret of how productive individuals deal with unpleasant/uninspiring tasks (Learn a method to transform tasks that make you want to 'switch off'... into something you look forward to)
- Productive for life: How to create lasting productive behaviours and stick with the things you commit to accomplish
- Practical methods (backed by actual real-life examples from high performing corporate leaders, athletes and masters in different fields) to swap out unproductive habits with productive ones that have you accomplish more — everyday