



Personal Productivity

SEHG-PD-4451 · Business · approx. 7 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Set and evaluate SMART goals
- Use routines to maximize their productivity
- Use scheduling tools to make the most of their time
- Stay on top of their to-do list
- Start new tasks and projects on the right foot
- Use basic project management techniques

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 7 instructional videos — 7 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Setting SMART Goals**
 - The 3 P's
 - The SMART Way
 - Prioritizing Your Goals
 - Evaluating and Adapting
- **Module 3 — The Power of Routines**

- What is a Routine?
- Personal Routines
- Professional Routines
- Six Easy Ways to Simplify Your Life
- **Module 4 — Scheduling Yourself**
 - The Simple Secret of Successful Time Management
 - Developing a Tracking System
 - Scheduling Appointments
 - Scheduling Tasks
- **Module 5 — Keeping Yourself on Top of Tasks**
 - The One-Minute Rule
 - The Five-Minute Rule
 - What to do When You Feel like You're Sinking
- **Module 6 — Tackling New Tasks and Projects**
 - The Sliding Scale
 - A Checklist for Getting Started
 - Evaluating and Adapting
- **Module 7 — Using Project Management Techniques**
 - The Triple Constraint
 - Creating the Schedule
 - Using a RACI Chart
- **Module 8 — Creating a Workspace**
 - Setting Up the Physical Layout
 - Ergonomics 101
 - Using Your Computer Efficiently
- **Module 9 — Organizing Files and Folders**
 - Organizing Paper Files
 - Organizing Electronic Files
 - Scheduling Archive and Clean-Up
- **Module 10 — Managing E-Mail**
 - Using E-mail Time Wisely
 - Taking Action!
 - Making the Most of Your E-mail Program
 - Taking Time Back from Handheld Devices
- **Module 11 — Tackling Procrastination**
 - Why We Procrastinate
 - Nine Ways to Overcome Procrastination
 - Eat That Frog!
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-4451 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.