

# Mastering Productivity

## Continuing Professional Development

### Instructor:

George Guirgis, BSc, MBA, PhD

### Aim:

In the modern work life, job-specific knowledge and skills are not enough to surpass the competition; 'doing more' is not enough either, since increasing productivity goes beyond numbers, into the quality of what to do, as well as the motivation to do it. This 3-hour seminar will introduce new tools to capture, process, and manage information effectively, to take control of all variables that can affect your daily workflow, and maximize task execution.

### Objectives:

This seminar will define productivity, why it is important to invest in it, and how to effectively measure and master it. You will learn how to use values to create and prioritize tasks, work smarter and plan ahead. You will also gain a variety of techniques for managing time and achieving hyper-focus.

28 November 2023  
09:00 – 12:15 (3 CPD Units)

**Registrations:**  
Fee: €140  
Click [here](#) to register

## SEMINAR PROGRAMME

|                           |                 | <b>Mastering Productivity</b>   |
|---------------------------|-----------------|---|
| <b>Time</b>               | <b>Duration</b> | <b>Description</b>  |
| 9:00-10:30                | 1:30            | <b>Section 1 What is Productivity</b> <ul style="list-style-type: none"> <li>• The 'New' Definition</li> <li>• Measuring Productivity</li> <li>• Time Investments</li> <li>• Smart-work</li> </ul>                                    |
| 10:30-10:45               | 0:15            | <b>C O F F E E B R E A K</b>  |
| 10:45-12:15               | 1:30            | <b>Section 2 Mastering Productivity</b> <ul style="list-style-type: none"> <li>• Understanding Time</li> <li>• Prioritizing &amp; Executing Tasks</li> <li>• Hyper-focus vs. Flow state</li> <li>• Ingredients for Mastery</li> </ul> |
| <b>Total Net Duration</b> | <b>3:00</b>     | <b>END OF SEMINAR</b>   |

### Certification:

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

### In-house Seminars:

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon request from clients.