

The Productive Professional Course (Self-Paced)

Chris Bailey, author of *The Productivity Project*, shares his most insightful lessons on working deliberately, managing your energy, and reclaiming time for what matters most.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/boost-your-productivity>



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Course Outline

Module 1: Getting Started

- Class Introduction
- The Productivity Project

Module 2: Redefining Productivity

- A New Definition of Productivity
- The Rule of 3

Module 3: Focus on What Matters Most

- Your Most Important Tasks
- Beating Procrastination

Module 4: Working with Your Energy

- Hotspots
- The Basics of Energy

Module 5: Managing Your Energy

- Working Around Your Energy
- Use Caffeine Strategically

Module 6: Building Better Habits

- Incremental Improvements
- Taming Distractions

Module 7: Cultivating Deep Focus

- Hyperfocus
- Meditation Exercise

Module 8: Rest and Distraction

- Taking a Thinking Break
- Internal Distractions

Module 9: Mastering Self-Talk

Self-Talk