COURSE SYLLABUS

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 (Live Online) and onsite training are 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