



# Productive Work Habits

## Course objectives

Successful completion of this course will increase your knowledge and ability to:

- ✓ Recognize the difference between true productivity and “fake” productivity
- ✓ Prioritize your daily work based on your key results
- ✓ Improve your ability to focus
- ✓ Eliminate habits that detract from your productivity
- ✓ Work effectively with colleagues
- ✓ Cultivate the nine habits that will increase your productivity