



Unlock Your Productivity Blocker Course: Course Description

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This comprehensive course is meticulously crafted to enable participants to delve deep into the complexities of their productivity patterns, identify stumbling blocks that often go unnoticed, and formulate strategies to effectively overcome these impediments.

The key to unlocking productivity blockers is to match the participant's productivity style directly to their key blockers. Each of the blockers is explained with a strategy to unlock the blocker for successful productivity.

The shiny object blocker refers to the common challenge where an individual is easily distracted or attracted to new ideas, tasks, or activities—akin to being attracted to shiny, new objects—resulting in a lack of focus on ongoing tasks or goals. This behavior often leads to a pattern of starting projects or tasks with enthusiasm, only to shift focus to a new, seemingly more interesting task before the initial one is completed. Over time, this results in a multitude of unfinished tasks, projects, or goals. It's a common issue for those struggling with productivity and can significantly impact progress, goal achievement, and overall efficiency.

Recognizing that clear, concise communication plays a pivotal role in productivity, the course delves into enhancing participants' communication skills. This involves learning how to convey messages

effectively, understanding the importance of active listening, and adapting communication styles to suit various scenarios and personality types. The Aim is to enable smoother, more productive interactions with team members, managers, clients, and other stakeholders.

Delegation is another significant area addressed in this course. We often find ourselves overwhelmed with tasks that could be effectively completed by others, either because of lack of trust or an inadequate understanding of how to delegate tasks properly. This course helps participants overcome these delegation blockers, teaching them when and how to delegate tasks to create a more balanced, efficient workload.

Goal-setting is an integral part of productivity that this course strongly emphasizes. Participants are guided to set realistic, measurable goals, using the time-tested SMART goals framework. These well-defined goals serve as a roadmap for their tasks, promoting focus, alignment, and a sense of accomplishment upon achieving these goals.

Finally, the course promotes the creation of an efficient, productive environment, both physically and psychologically. Participants will learn to identify and mitigate distractions, lack of focus, and procrastination.

By the end of this course, participants should expect to have a rich toolbox of strategies and tactics to tackle productivity blockers, boost efficiency, and enhance their performance, regardless of their field or profession. This comprehensive productivity course aims to foster not

only short-term improvements but also long-term behavioral changes for sustainable productivity.