Practice Advancement Program

Productivity Strategies Part 1

Course Description

In this course, you'll discover how to cultivate a 'Mind Like Water' mindset, overcome common productivity roadblocks and implement practical systems to conquer email overload and daily chaos. Through a blend of mindset shifts, proven frameworks and hands-on exercises, you'll design sustainable workflows and habit building behaviors. In this course, you will develop strategies and confidence to maintain an organized, intentional workday, and explore helpful tools so you can focus on what matters most.

Course Syllabus

Session 1 – Building a Mind Like Water: Foundations of Sustainable Productivity

- Recognize the "Mind Like Water" mindset and its impact on productivity
- Assess your own mental real estate and attention patterns
- Identify open loops and productivity drains in various environments
- Spot internal and external barriers to sustainable productivity and learn how to defend against them

Session 2 – Overcoming Productivity Myths and Roadblocks

- Identify and debunk common productivity myths that hold you back
- Recognize negative thinking patterns and psychological roadblocks
- Explore practical strategies: "inoculators" to overcome these barriers

Session 3 – Inbox Zero: Designing and Implementing Your E-mail Management System

- Understand the principles and benefits of Inbox Zero
- Assess and improve your current email habits
- Design a sustainable email management system tailored to your needs
- Implement daily and weekly routines to maintain digital clarity

Session 4 – Sustaining Productivity: Habits, Prioritization and Daily Intentionality

- Understand the science and power of habit formation
- Apply foundational frameworks for prioritizing your work
- Explore daily planning and review routines for intentional action
- Develop strategies to maintain momentum and celebrate progress
- Move toward greater independence and self-mastery in your productivity journey

*PREREQUISITES: There are no prerequisites for this course.