



INTERPERSONAL SKILLS AND SELF DEVELOPMENT | ISSD-004

Personal Effectiveness and Productivity

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Course content

Why Attend

Personal effectiveness is about achieving important goals with less stress. It combines clarity of priorities, good habits, focus and self-management.

This Aractech course covers goal setting, prioritisation, planning systems, focus and concentration, managing email and meetings, habits, energy management, decision-making and continuous self-improvement. Participants build a personal productivity system.

Course Methodology

- Interactive workshops
- Self-assessments
- Planning exercises
- Peer coaching
- Action planning

Course Objectives

- Set meaningful goals
- Prioritise work effectively
- Plan weeks and days productively
- Improve focus and reduce distractions
- Build effective habits
- Manage energy and wellbeing

Target Audience

- Professionals at all levels
- Managers

Course content

- Knowledge workers
- Administrative staff

Course outline

Detailed course outline

Day-by-day outline for Personal Effectiveness and Productivity.

Day 1 - Effectiveness Foundations

- 09:00-09:45 | What effectiveness means
- 09:45-10:30 | Self-assessment
- 10:30-11:00 | Values and goals
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Values and goals (continued)
- 11:45-12:30 | Circle of influence
- 12:30-14:00 | Exercise: Goal setting

Day 2 - Prioritisation and Planning

- 09:00-09:45 | Prioritisation frameworks
- 09:45-10:30 | Weekly planning
- 10:30-11:00 | Daily planning
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Daily planning (continued)
- 11:45-12:30 | Tools
- 12:30-14:00 | Workshop: Weekly plan

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Day 3 - Focus

- 09:00-09:45 | Distractions
- 09:45-10:30 | Deep work
- 10:30-11:00 | Email and messaging
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Email and messaging (continued)
- 11:45-12:30 | Meetings
- 12:30-14:00 | Exercise: Focus plan

Day 4 - Habits and Energy

- 09:00-09:45 | Habit formation
- 09:45-10:30 | Routines
- 10:30-11:00 | Energy management
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Energy management (continued)
- 11:45-12:30 | Rest
- 12:30-14:00 | Case study: Habit change

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Day 5 - Continuous Improvement

- 09:00-09:54 | Reviews
- 09:54-10:48 | Decision-making
- 10:48-11:00 | Learning
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Learning (continued)
- 12:12-13:06 | Accountability
- 13:06-14:00 | Capstone: Personal productivity system

Seminar dates

Available seminar dates

Live dates and pricing for Personal Effectiveness and Productivity generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Barcelona	Classroom	€2,815
7 - 11 December 2026	Frankfurt	Classroom	€1,875
11 - 15 January 2027	Istanbul	Classroom	€1,978
8 - 12 February 2027	Vienna	Classroom	€3,225
8 - 12 March 2027	Barcelona	Classroom	€2,815
12 - 16 April 2027	Paris	Classroom	€3,825
10 - 14 May 2027	Frankfurt	Classroom	€1,875
14 - 18 June 2027	Barcelona	Classroom	€2,815
12 - 16 July 2027	Frankfurt	Classroom	€1,875
9 - 13 August 2027	Istanbul	Classroom	€1,978

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16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
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12 - 16 July 2027	Online / Live	Online / Live	€1,815
9 - 13 August 2027	Online / Live	Online / Live	€1,815
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