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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **December 1, 2025**

## Streamlining Your Daily Workflow



### About This Course:

How do we actually maximize the time in our day? We always hear the phrase: You can't buy more time. With this course, you will learn how to proactively build in time to find more time in your day to be productive, effective, and efficient in your daily

workflow. This includes your email management, time audits, understanding your working style, and building in automation into your daily practice.

This course has been approved for 7 PDUs | 7 CDUs

## **Course Objectives:**

- Understand and define streamlining as it pertains to your day-to-day work
- Utilizing the Eisenhower Principle to determine importance vs. urgency
- Exercise inbox zero and categorization of our emails and calendars
- Learn the difference between multi-tasking and switch-tasking
- Automate and ritualize your approaches for consistency

## **Audience:**

- This course is for those interested in improving their daily productivity and finding ways to get more done without requiring more time. The focus is on finding more efficient and effective methods that require minimum disruption and provide maximum return. Students will explore alternatives to their current processes and discover options that they can utilize immediately.

## **Prerequisites:**

- None

## **Course Outline:**

### **Introduction to Streamlining Your Workflow**

- What Do We Mean by Streamlining?
- Benefits of Streamlining

### **Prioritization Tools and Techniques**

- Eisenhower Principle
- Inbox Zero for Email Management
- Time Audits
- Calendar Blocking

### **Make the Better Choice in Work Styles**

- Examples of Multitasking and Switch-tasking
- Why We Feel the Need to Multitask
- How Focus Beats Brilliance

#### Leverage Your Task Lists

- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal

#### Transferring Responsibility Successfully

- Effectively Using Delegation
- Steps in Delegation

#### Automate for Success

- Ritualizing Activities
- Utilizing Software Shortcuts