Course Title: WorkLean and Take Charge of Your Day
Course Code: WSP 127
Instructor: Dan Markovitz

Course Summary:

*Please see course page for full description and additional details.

Note About Live Attendance and Recording:

Choose one: These class sessions will not be recorded.

Grade Options and Requirements:

- No Grade Requested (NGR)- This course does not carry credit due to its short format. An attendance certificate can be provided upon request.

Agenda:

This class is a mixture of lecture and discussion, and will take a holistic approach to time management and personal productivity. We’ll address classic topics such as:

- Electronic organization
- Paper organization
- Email management
- Procrastination
- Meeting management
- Smartphone usage
- Visual management tools
- Psychological flow
- Multitasking

We’ll also examine system level fixes and countermeasures that can enhance the productivity of everyone on your team (including yourself).

Finally, to ensure that I’m able to help you with your specific issues, for the first assignment I’m asking everyone to submit a list of their biggest challenges/questions as it relates to time management and productivity. I’ll address each item on the list during the class.