

Presentation

Welcome to the online part of personal productivity training. This content will refer to everything that was practiced at the session on-site.

We will begin talking about the factors that have an impact on time management, as well as the main techniques used nowadays for that purpose, with special emphasis on GTD or "Get Things Done".

Subsequently, we will give some key elements to effectively handle some situations of our day to day activities, such as work meetings and emails, and lastly we will talk about the project manager's delegate behavior.

At the end of the manual, you will find an evaluation questionnaire, with true-false questions that will measure comprehension of the text.