

# TIME WELL SPENT

PRODUCTIVITY SKILLS FOR SUCCESS

12:00pm CT | Grayson Co. Extension Office  
Call to register or register online. Info below

Taking time to foster employee productivity can contribute to a more efficient, healthy, and happy workplace. Employees and employers alike can benefit from learning ways to enhance their productivity efforts.

Feb  
14

## Productivity vs. Procrastination

Examine common reasons people procrastinate as well as tips to combat procrastination. The concept of productive procrastination is introduced with discussion about how to use it effectively.

Mar  
21

## Organizing Your Time & Workspace

Establishes the importance of an organized workspace, whether physical or digital. Strategies for organizing files and simplifying life are discussed. Participants will examine and create their own personal and professional routines to foster productivity and will practice productivity journaling.

Apr  
11

## Establishing Priorities & Building Focus

Encourages participants to develop prioritization skills using the Eisenhower Matrix. We explore focus-building strategies, including finding flow and minimizing distractions, and discuss task management methods. Participants will practice goal statement development.

May  
16

## Work-Life Balance

Provides participants with an examination of the relationship between productivity and work-life balance. We discuss many personal and professional self-care strategies to help participants avoid workplace burnout. They will practice prioritizing roles and responsibilities as they develop plans to combat feeling overwhelmed.

**REGISTER**  
using QR code  
or call office



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