



Course Title: Productivity and Time Management for Superachievers

Course Instructor: Dr. Candice Carpenter

Course Description:

Productivity and Time Management for Superachievers is a transformative course that provides students with the tools and strategies needed to maximize their productivity and achieve their goals. Through this course, students will learn how to manage their time effectively, prioritize tasks, and eliminate distractions that can impede their progress. Students will have the opportunity to examine the latest trends and best practices in productivity and time management, including the use of technology and other tools – such as the Pomodoro technique, time-boxing, upper and lower limits, automation, 2 minute rule, short-burst working, Eisenhower matrix, task-batching, metacognition, and shortened intervals for evaluative progress and performance. They will also learn how to set goals and create action plans that are aligned with their values and priorities to become highly productive and successful superachievers. This is a course that you don't want to miss – and taught by an instructor who is obsessed with productivity and results!