

Personal Productivity Program

**Professional Productivity Tool Kit To Achieve Peak
Productivity**

By Tanzeel Raza.



Personal Productivity Program

Program Overview



In the fast-paced VUCA (Volatile, Uncertain, Complex, and Ambiguous) world, working professionals are facing the following challenges:

- Constant distraction
- Increased stressed
- Cognitive clutter
- Conflicting priorities
- Lack of productivity tools

Here are some researched facts:

- The average knowledge worker is only productive for 2.3 hours per day
- Every week, they spend half a day duplicating work they did the week before
- They check their email 36 times per hour
- They're interrupted 56 times per day
- They waste 36 hours in unnecessary meetings a month

And most devastating of all: the average knowledge worker is interrupted every 11 minutes (and it takes up to 23 minutes to get back into focus after a disruption).

Solution

The Personal Productivity Program (PPP) is designed to equip professionals with modern tools, frameworks, models, and practical strategies to effectively address daily workplace challenges and achieve peak productivity. Through the use of short scenarios, hands-on activities, interactive quizzes, and videos, participants have the opportunity to apply and internalize their learning in a safe and engaging environment. With a proven track record of over **6 years**, PPP has successfully trained and transformed more **than 3,000 corporate professionals**, establishing itself as a **results-oriented program** that enhances workplace efficiency and performance.

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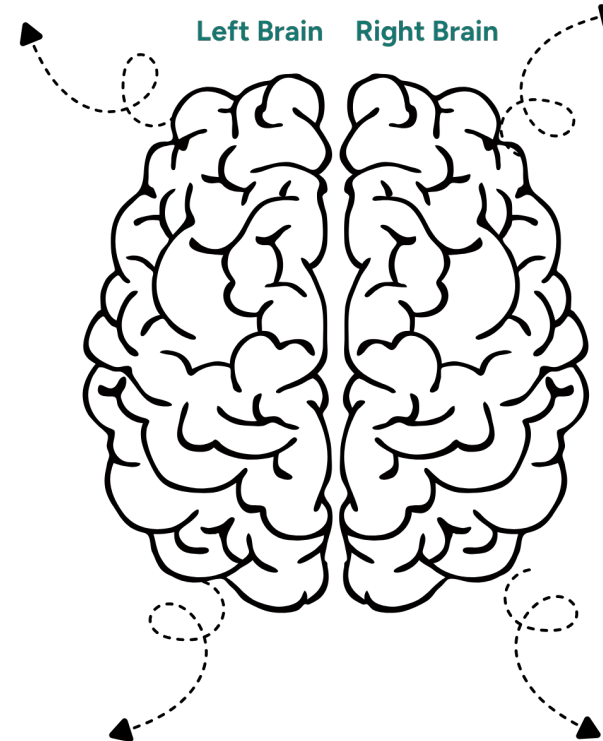
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PPP is a 2 days **customizable** training program that comprises 4 Learning Modules:

Module 3: Focus Sharpening
Learn how to increase your focus in this module.

Module 2: Stress Management
Learn practical action steps to reset, refresh and reconnect.



Module 4: Productivity Tools
Learn practical tools to increase your productivity.

Module 1: Growth Mindset
Develop growth mindset through practical, actionable steps.

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Learning Objectives Day - 1

Module 1: Growth Mindset

-  Learn the driving forces that shape mindset.
-  Identify the difference between **stagnant mindset** and growth mindset.
-  Explore and identify internal and external obstacles to building a growth mindset.
-  Learn **Carol Dweck's 5 Habits** for building growth mindset.

Module 2: Stress Management & Mental Resilience

-  Learn the impact of increased pressure on mind, body and productivity.
-  Assess your current stress level using internationally verified stress assessment tools.
-  Learn unhealthy ways of managing stress, particularly common in **Pakistan corporate working** environment.
-  Learn and practice healthy ways of managing stress and mental relaxation techniques such as deep breathing, **mindfulness, meditation & progressive muscle relaxation**.

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Learning Objectives Day - 2

Module 3: Sharpening Focus

-  Understand the basics of human brain and how it is linked to **cognitive clutter**.
-  Learn different types of attentions and its impact on work.
-  Explore common types of distractions in the **digital age**.
-  Learn different types of techniques to increase focus.

Module 4: Productivity Tools

-  Explore work and personal obstacles in managing time.
-  Set realistic goals and track them using modern **productivity tools**.
-  Apply Timeboxing method of managing conflict tasks and priorities.
-  Learn prioritization through short case studies using **Eisenhower** time management Matrix.

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Program Tools

- Stress Assessment
- Box Breathing, Meditation, Progressive Muscle Relaxation
- Mindfulness techniques
- Daily Planner (Ever Note and Microsoft Planner)
- James Clear Model
- Notification Management, Screen Time, Bark, Google Family
- Timebox Method
- Eisenhower
- 4D Model

Delivery Methodology

Lecture: Engaging discussions on practical, research-based models, frameworks, and techniques aimed at productivity in both professional and personal life.

Training Manual Activities: Interactive exercises to brainstorm and design productivity-enhancing strategies tailored to workplace realities.

Short Corporate Case Scenarios: Real-world corporate situations to help participants analyse challenges and practice problem-solving using productivity tools.

Storytelling: Inspiring success stories of professionals who achieved extraordinary results through effective planning, habits, and productivity frameworks.

Kinesthetic Activities: Hands-on, purpose-driven activities that reinforce key concepts and ensure practical application.

Videos and digital quizzes: Short, impactful videos that simplify complex concepts and bring them to life. Participants will also engage in interactive digital quizzes designed to reinforce learning and test understanding.

Learning Outcome



Upon completion of this program participants will have learnt, explored and have developed a comprehensive personal productivity improvement plan that will enable them to thrive through work challenges and **#RiseAboveOrdinary**.

Meet The Trainer

Tanzeel Raza



Tanzeel Raza is **the CEO of Meaningful Lives** and a seasoned corporate trainer and coach, specializing in leadership development, personal productivity, and workplace wellbeing. With a strong emphasis on soft skills training, he empowers professionals and organizations to achieve sustainable growth through practical, **human-centered learning experiences**.

He has over **10 years** of experience in training & transforming professionals and organizations in Australia and Pakistan. He has worked with top global organizations, include "**Hudson Global Resource**", a leading MNC providing learning and staffing solutions in Australia. Tanzeel's training programs are designed based on latest academic researches, **proven tools**, frameworks, models and includes **real life corporate** short case studies to build relevance and relatability with his audience. He has facilitated more than **750 trainings** in Pakistan, has worked with more than **100 organizations** and have trained more than **15,000** professionals from all walks of life.

He completed his **MBA** from CQ University (**Australia**) in International Business and an ACCA Affiliate. He is a **Certified Public Speaker** from California Institute of Behavioural Neurosciences & Psychology and a **Certified Professional Trainer** from **IAPPD, UK**. Tanzeel also teaches **Leadership and Management** courses to MBA students. Tanzeel is also a **Certified Fitness Trainer** from Australian College of Sports and Fitness and **Certified Boxing Trainer** from Punchfit **Australia**.

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