



*Training Course:  
Maximizing Personal Productivity and Positive  
Thinking*

*16 - 20 November 2026  
Vienna (Austria)*

## Training Course: Maximizing Personal Productivity and Positive Thinking

Training Course code: HR235608 From: 16 - 20 November 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

### Introduction

This training program is designed by [Global Horizon Training Center](#) to equip participants with practical, results-oriented techniques to enhance [personal productivity and mental resilience](#).

In today's fast-paced environment, success depends not only on managing time effectively but also on maintaining a [positive, focused, and resilient mindset](#). This program integrates [productivity frameworks, behavioral strategies, and positive psychology techniques](#) to help participants optimize performance, reduce stress, and sustain motivation.

Through structured sessions, practical exercises, and self-assessment tools, participants will gain the ability to manage their time, energy, and mindset more effectively—leading to improved performance in both professional and personal contexts.

### Program Objectives

By the end of this program, participants will be able to:

- Apply time management strategies to improve productivity
- Minimize procrastination and manage distractions effectively
- Develop a positive mindset and build resilience
- Set and achieve personal and professional goals
- Maintain motivation and focus over time
- Manage stress and prevent burnout
- Implement sustainable productivity habits

### Target Audience

- Professionals at all levels
- Team leaders and managers
- Individuals seeking to improve productivity and mindset
- Anyone interested in personal development and performance improvement

### Training Outline

Day 1: Foundations of Personal Productivity

### Session 1: Understanding Productivity

- Definition and importance of productivity
- Identifying common productivity barriers

### Session 2: Time Management Techniques

- Pareto Principle 80/20 Rule
- Time-blocking and scheduling strategies

### Session 3: Self-Assessment & Goal Setting

- Identifying strengths and weaknesses
- Setting SMART productivity goals

## Day 2: Mastering Focus & Minimizing Distractions

### Session 1: Enhancing Focus

- Reducing multitasking and improving concentration
- Techniques: Pomodoro Method and Deep Work

### Session 2: Managing Digital Distractions

- Reducing digital overload
- Managing emails and social media usage

### Session 3: Creating a Productive Environment

- Designing an effective workspace
- Organizing and decluttering for better performance

## Day 3: Cultivating a Positive Mindset

### Session 1: Positive Thinking & Productivity

- Psychology of positive thinking
- Overcoming negative thought patterns

### Session 2: Growth Mindset & Resilience

- Fixed vs. growth mindset
- Building resilience and adaptability

### Session 3: Gratitude & Optimism Practices

- Journaling and daily reflection
- Techniques for sustaining optimism

## Day 4: Goal Setting & Motivation

### Session 1: Effective Goal Setting

- Short-term vs. long-term goals
- Prioritization using tools like the Eisenhower Matrix

### Session 2: Building Motivation

- Understanding intrinsic vs. extrinsic motivation
- Sustaining motivation during challenges

### Session 3: Overcoming Procrastination

- Identifying procrastination triggers
- Building habits through habit-stacking and cues

## Day 5: Sustaining Productivity & Well-being

### Session 1: Stress Management & Burnout Prevention

- Managing stress and maintaining energy levels
- Mindfulness and relaxation techniques

### Session 2: Reflection & Continuous Improvement

- Reviewing achievements and lessons learned
- Using feedback for growth

### Session 3: Personal Action Plan Development

- Creating a customized productivity plan
- Defining next steps for continuous improvement

## Registration form on the Training Course: Maximizing Personal Productivity and Positive Thinking

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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