UNIX Trainers & Consultants
Head Office: Wema Twins Annex, Plot No. 181,
Boko-Bagamoyo Road, P.O. Box 33826, Dar es salaam.
Mob: +255-715-361-880/+255-754-361-880
Email: info@unixtrainers.com; training@unixtrainers.com
Website: www.unixtrainers.com

Mastering Productivity Through Planning, Tasks Organization and Time Management in the Public Sector

Course Overview

The **"Public Service Productivity Masterclass"** is a 5-day intensive program that equips officers with modern techniques for personal and institutional efficiency. In an era of "doing more with less," African public servants face frequent interruptions, manual processes, and competing priorities. This course introduces structured planning frameworks, digital organization tools, and time-blocking strategies to ensure that public mandates are met with precision and speed.

Program Objectives

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

- **Apply Strategic Planning** to align daily tasks with the institution's Annual Action Plan and National Visions.
- **Prioritize High-Value Tasks** using the Eisenhower Matrix and Pareto Principle (80/20 rule).
- **Organize Workflows** through modern task-tracking systems (Physical and Digital).
- **Eliminate Time-Wasters** such as unproductive meetings, excessive "Red Tape," and procrastination.
- **Maintain Peak Performance** by managing energy levels and adopting a "Growth Mindset" toward service delivery.

Course Coverage (Modules)

Day 1: The Architecture of Planning

- **The "Golden Thread":** Linking individual daily tasks to the African Union Agenda 2063 and National Goals.
- **Goal Setting:** Mastering the SMART and OKR (Objectives and Key Results) frameworks.
- **The Master Action Plan:** Breaking down large projects into manageable milestones.

Day 2: Advanced Task Organization

- **The Eisenhower Matrix:** Learning to distinguish between "Urgent" and "Important" in a political-administrative context.
- **Workflow Engineering:** Using Kanban boards to visualize work-in-progress and identify bottlenecks.
- **The "Inbox Zero" Philosophy:** Managing official correspondence and electronic communications effectively.

Day 3: Time Management Strategies

- **Time Blocking and Batching:** How to protect "Deep Work" time for policy drafting and analysis.
- **The Pomodoro Technique:** Managing focus in a high-interruption environment.
- **Meeting Mastery:** Strategies for reducing meeting time by 50% while doubling the output.

Day 4: Overcoming Bureaucratic Inertia

- **Lean Thinking:** Identifying and removing the "8 Wastes" in public sector processes (e.g., unnecessary approvals).
- **The Art of Delegation:** Empowering subordinates to increase the overall capacity of the unit.
- **Managing "The Boss":** Strategies for managing upward to ensure clear directions and fewer revisions.

Day 5: Sustaining Productivity & Digital Tools

- **Digital Productivity Suite:** Practical training on Microsoft To-Do, Trello, or government-specific ERPs.
- **Energy Management:** Avoiding "Executive Burnout" through resilience and work-life integration.
- **The Productivity Charter:** Developing a personal 90-day efficiency roadmap.

Target Participants

- **Heads of Departments and Units** who manage multiple projects.
- **Policy Analysts and Researchers** requiring focused time for deep work.
- **Administrative Officers and Personal Assistants** managing executive schedules.
- **Project Managers** overseeing infrastructure or social development programs.
- **Middle-Management Officers** on the leadership succession track.

Expected Outputs

Participants will graduate with a **"Productivity Mastery Toolkit"** containing:

- **A Personalized Productivity Audit:** An analysis of their current "time-leaks" and a plan to fix them.
- **A 12-Week Action Calendar:** A structured plan for their next quarter's most critical deliverables.
- **The "Meeting Manifesto":** A template for ensuring all institutional meetings are result-oriented and time-bound.
- **A Digital Task Dashboard:** A customized setup of a digital tool to track their team's progress in real-time.

©2026 UNIX Trainers and Consultants . All rights reserved.