

Course: Personal Productivity- Getting Things Done

Instructor: **Klara Michal Chief Learning Officer**

Start Date: March 31, 2025

Student: **Esther Mutua**

End Date: September 30, 2025

Assessments

1 - Course Introduction	100%
2 - Capture and Prioritise	80%
3 - Reduce and Eliminate	60%
4 - Effective Delegation	100%
5 - Plan and Break it Down	100%
6 - Get Things Done	80%
7 - Final exam	80%

Final Assignment: Accepted

Final Grade 87 %



Mr Jonathan Cook,
AMI Chairman

