



Half Day Personal Effectiveness

Purpose

- To remind attendees of the personal and organisational benefits of getting a grip.
- To improve attendees understanding of some of the techniques of improved effectiveness & efficiency.

Benefits

- Time to think
- More time to concentrate on major planning and creative work.
- Increased output
- Greater job satisfaction; improved morale, mutual trust and confidence.
- Better quality work
- Less stress
- Improved career prospects.

Content

- Understanding the issues, spotting the benefits and paper handling.
- Identifying the interrupters and defeating them!
- Identify and understand processes for brining Phones and E-mails under control.
- What are you going to do next?

Expected Outcomes

- Understanding the benefits of priority setting
- Identify the must do's
- Identify and understand the personal rigor needed to be effective
- Greater peace of mind
- Having a plan as to what to do next.