



## Half Day Personal Effectiveness – Running Order

### Personal Effectiveness – Are you doing the right thing right

**Workshop Duration**     *Three Hours 30 minutes;*

#### **SESSION 1**    **What's going on!**

##### **Outcome**

***Understanding the issues, spotting the benefits and paper handling.***

##### **Process**

- Individual:- Hello and what do want out of this session
- **Buddy exercise:** - What are the benefits of being a better time manager
- **Syndicate exercise:** - 20 things that waste my time
- **Briefing:** - Effective and efficient, and Vilfredo Pareto
- **Briefing:** - Setting priorities and handling the paper
- **Individual exercise:** - Which of your personality traits doesn't help your effectiveness

#### **SESSION 2**    **What's stopping it happening?**

##### **Outcomes**

***Identifying the interrupters and defeating them!***

##### **Process**

- **Buddy exercise:** - 20 ways people interrupt me.
- **Syndicate exercise:** - How would I handle each personality type when they interrupt.
- **Briefing:** - Dealing with interruption.

#### **SESSION 3**    **E mails and phones, a force for good; or evil**

##### **Outcome**

***Identify and understand processes for bring them under control.***

##### **Process**

- **Buddy exercise:** - what is your incoming/ outgoing phone best practise.
- **Syndicate exercise:** - what is your incoming/ outgoing E mail best practise
- **Briefing:** - Dealing with Phones and E mails

#### **SESSION 4**    **What are you going to do next**

- **Individual exercise**
- Closes with participants giving a public commitment of one thing they are going to do that will improve their personal effectiveness skills within the next 90 days, and confirming this commitment in writing.