

WORKING SMARTER, NOT HARDER

Duration: 1 day

Course introduction:

It is something we are all looking for - the perfect solution that will minimize our work life while still getting the stuff done that we need to get done. Of course, that **one** solution doesn't exist, but with a combination of strategies, we can all achieve a more effective balance. This highly interactive workshop will focus on a number of tips and practical strategies that can make a real difference, and when used together, could ensure that your work life might just be enjoyable, productive, low-stress and high fun. By having the opportunity to review and practice these strategies using 'live' business related tasks, delegates can decide on which of those that will work for them.

The morning is designed to address tools and techniques to provide the foundation for great personal effectiveness. The afternoon activities will focus on highly practical strategies that can be easily applied back in the workplace.

Core competencies developed during this course:

- Managing personal energy levels
- Personal motivation
- Setting objectives and goals
- Recognise priorities and act accordingly
- Demonstrate powerful personal organisation skills and techniques

Course Content:

Morning:

- Welcome, introduction & review personal objectives
- Why personal motivation is essential?
 - At work / At home
- Personal effectiveness
 - Key characteristics of effective people
 - Barriers to personal effectiveness
- Individual needs and ambition
- Managing personal energy levels
 - The impact of personal health
- Managing the expectations of **you** and **others** ~ Under promise / over deliver
 - Planning tasks and setting realistic goals (S.M.A.R.T)
 - Understanding the Pareto Principle
- Personal discipline
 - Dealing with dead time, delays and down time
 - Assertiveness ~ saying 'NO'

Afternoon:

- Strategy workshop ~ delegate activity session
 - 10 Practical Tips for managing work more effectively
- Summary
- Review personal objectives & close