ACCORD CONSULTING

> This one-day program is a game changer! It shows how to focus on what actually matters, providing powerful techniques for prioritisation, handling deadlines, procrastination, and dealing with interruptions. It also teaches the importance of balancing personal values & the expectations of others.

Everyone wants to be effective. We all know the frustrations that can build when day after day we fail to complete our goals – or even worse, when we HAVE no clear goals or objectives. In the workplace, our personal effectiveness is noticed and, like cream, those who get things done without drama and on time, rise to the top.

This program isn't simply about Time Management. It is about knowing what to do, why you are doing it and how to plan / manage the process of getting it done. It is also about prioritising, dealing with interruptions and knowing what *not* to do. Now there's a thought!

Objectives:

On completion of this program participants will be able to:

- Understand the importance of Personal Effectiveness

- Understand how to manage expectations

- Recognise and reduce personal stress

- Effectively prioritise key tasks

- Use appropriate Time Management techniques – without complexity

- Recognise the difference between Importance and Urgency

- Apply assertion skills to say 'No' in appropriate ways

- Use 'Monkey Management' techniques

- Adopt a Personal Management ethic to increase productivity & satisfaction

What is covered?

- Identifying your Personal "Time bandits" (those things that steal valuable minutes)

- Belief Windows - getting a sense of reality

- The 4 Quadrants of Time Management

- The Productivity Pyramid

- How to set objectives and deliver on promises

- Dealing with large & complex tasks

- Assertion Skills including delegating upwards

- A simple, effective personal 'Task Management' methodology

- Lateral thinking and problem solving

Duration: 1 Day