
Improving personal effectiveness

Overview

In 'The 7 Habits of Highly Effective People', Stephen Covey defines a habit as the intersection between knowledge, skill and desire. This half day workshop explores some underlying theories (*knowledge*) and practical methods (*skills*) to help you become more effective in your day to day work and longer-term career.

Many of the concepts and techniques we cover may appear 'common sense'. Why then, are they not common practice? The answer often lies in the third ingredient – *desire*.

This workshop provides the opportunity for you to explore your own drivers and motivators in the context of effective working, enabling you to work *with* as opposed to *against* your personality in making more effective use of your time.

Workshop outcomes

For participants to:

- understand the central role outcomes play in working more effectively
- know how to create a well-formed outcome
- develop an awareness of personal barriers and drivers to effective working
- be able to effectively prioritise workload to achieve important goals
- have a personal action plan for improving personal effectiveness.

Outline content

- Creating a Well Formed Outcome
- Effectiveness v efficiency
- The circle of influence
- Attending to the 'important'
- Personal motivation and action planning

How long is the workshop?

½ day

Who is it for?

Anyone looking to become more effective in achieving their goals.

