

High Impact Session: Work Smarter, not Harder

Outline

It's easy to be busy, but are you really achieving what you want – or have – to do? Are you concentrating on what really matters to you? Is life all work – or should there be time for something else? The same pile of work is still there looking back at you. You *have* been busy, but seem to have achieved little. Do you ever ask yourself at the end of the day where the time went?

This short intensive session shows you how to use your time more productively, how to prioritise and how to deal more assertively with colleagues who are preventing you from completing what you really should be doing.

Duration	Three hours
Group Size	Up to 30 people
How you will benefit	You will learn how to focus on what you need to achieve, realise where you need to take action, and be equipped with techniques to improve the way you behave at work.
Who should attend	Anyone who wants to improve their own effectiveness.

What this session covers

- * What's in your 'time wardrobe' - what exactly are you doing now?
- * ...and what should you be doing?
- * Becoming effective rather than busy – being ruthless with yourself!
- * Planning and prioritising – the way that's right for *you*
- * Eliminating 'time bandits'
- * Handling interruptions – physical, email and telephone
- * Making meetings effective
- * Delegating the right tasks
- * How to stop putting things off!
- * Creating ORDER so you have more time for what you really want to do