

Who is it for?



Anyone who wants to increase their personal effectiveness at work and beyond. Useful for anyone who feels they don't have enough time in the day and wants greater control over the demands made of them. For everyone who would like to prioritise more effectively, build energy and personal focus.

Learning outcomes

By the end of the course, you will be able to:

- Introduce flexible methods to get the job done more quickly, accurately and efficiently.
- Develop ways to create space - enabling you to focus, plan, organise and prioritise work.
- Apply techniques to eliminate distractions and concentrate on the most important tasks.
- Identify high leverage activities which will deliver the greatest value.
- Triumph over technology, overcome data overload and resist being diverted.
- Minimise 'firefighting' and manage every deadline more confidently.
- Refocus your energy and attention to gain greater control of the demands placed on you.
- Discover how to excel in hectic environments and improve your work-life balance.

Time to thrive

apply focus to transform your energy and effectiveness

Course summary

Deal confidently with an endless stream of complex tasks and commitments. What we choose to do with the time we have is one of the most important decisions each of us will ever make. Conventional approaches to 'time management' however, are often ineffective in the long term because time itself remains finite and beyond our control - the clock keeps ticking regardless of how we lead our lives. Instead, recent discoveries into productivity under pressure have revealed a wealth of proven techniques which can be applied to make life easier and more effective. Research into successful self-management demonstrates that many of the greatest opportunities to get more done, are associated with personal focus and deliberate attention – about choosing where to invest our energy. This engaging programme underlines the importance of exercising choice, defining priorities, removing distractions and reviewing work processes to ensure you are able to cope effectively with ever increasing workloads.

Coverage includes how to confirm you are working on the right thing, how to take positive action if you are not and how to make any changes stick. You will discover methods to manage your workload and resist information overload, ways to meet the demands placed on you and how to reach informed decisions by concentrating on 'delivering value' rather than 'completing tasks'. Most of all you will learn how to transform the way you invest your time, energy and focus and in doing so, deliver improved performance at work and beyond.

What else do I need to know?

Half day, high impact skills development programme, providing plenty of opportunities to apply tools and techniques to extend personal effectiveness.

Part of the **Impact and Approach** suite of programmes.
Links to: **Assert Yourself, Understand Yourself and Others, Under the Influence.**

To find out more, or discuss your requirements please contact us:



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www.endorlearning.com

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