

# Personal Productivity

Organise your responsibilities, goals, and routines in a timely manner.

## Synopsis

Personal productivity is how you organise your responsibilities, goals, and routines to efficiently and consistently complete the tasks that matter most. It is built on your chosen productivity systems that help you prioritize what's critical to your success with a semblance of balance.

This workshop is a practical approach to working with the personality and preference you already have. You don't have to change you, but you might seriously consider how to change your approach to organising yourself to deliver results. We examine lots of organising and administration options that include tried and tested methods that have worked for lots of others. You get to experiment with, and choose the ones you think could work for you

## Course Content

- What's your current style
- Your relationship with time – yes, it is different for each of us
- Using what you already know to greater impact
- Being comfortable in your workspace
- Maximising your brainpower
- Bundling tasks
- New tasks and projects
- How are you with routine?
- Media management strategies
- The secrets to fantastic meetings
- Moving past competing demands
- Establishing the Urgent/Important matrix
- Paper invasion strategies – touch it once theory
- Mental and Physical lists and why they work
- Establishing goals that are smart
- Files, folders, and milestones
- Enjoying the rewards
- The impact of Self Talk
- Portion control; allocating my day / week

## Course Details

Delivery:	Inhouse/Virtual
Structure:	Interactive Workshop
Time:	1 Day
Class Size:	Max 15
Cost:	On request

## The Trainer – Sue Ellen Kusher



Since 1994 Sue-ellen has been helping people find ways of accessing, learning, testing and perfecting techniques that work for them.

Sue specialises in environments requiring complex communication - presentation, conflict, motivation, performance management, team productivity and especially leadership.