

PRODUCTIVITY

Organise yourself to get more done

◆ ABOUT THE COURSE

Modern working life is incredibly busy and at times overwhelming. Our to do lists only seem to grow and we can spend our days in a frantic blur hopping from task to task. This means we never get to the work that achieves real progress and results.

We could all benefit from learning how to work more effectively in this fast-paced age. This interactive session will show you how, equipping you with the skills and techniques you need to organise yourself to complete the work that matters.

◆ SESSION AGENDA

- 01 Setting Priorities**
Learn how to identify meaningful goals and focus your time on the work that matters most.
- 02 Getting Organised**
Discover practical techniques for capturing, organising and managing your workload effectively.
- 03 Protecting Your Time**
Build the confidence to set boundaries and manage competing demands without damaging relationships.
- 04 Working More Productively**
Explore proven approaches to prioritising tasks, planning your workload and making better use of your time.
- 05 Finding Time**
Identify simple changes that can reduce wasted time and create more space for high-value work.
- 06 Managing Your Tasks**
Develop a practical system for keeping track of tasks, priorities and ideas so nothing important gets missed.

◆ INTERACTIVE EXERCISES

Three-Month Goals

Write down your Real Work goals for the next three months, choosing no more than 3-4.

Practise Saying No

Pair up and practise turning a request into a positive no using the four-step framework.

Apply the PERT Formula

Use optimistic, most likely and pessimistic estimates to calculate the expected time for a task.

Other Strategies

Note down other strategies you can put in place to save time and work more efficiently.

◆ LEARNING OUTCOMES

- ◆ Master time management skills to prioritise your tasks and use time effectively.
- ◆ Learn techniques to minimise time-wasting activities and stay focused on high-priority tasks.
- ◆ Understand how to apply proven productivity techniques into your daily work habits.

FACILITATED SESSION

This is a facilitated, discussion-led workshop rather than a lecture. Your coach guides the group through practical exercises, encourages open discussion, and creates an engaging environment where participants can share experiences, challenge their thinking and learn from one another.