

MAXIMISING PERSONAL EFFECTIVENESS PROGRAM

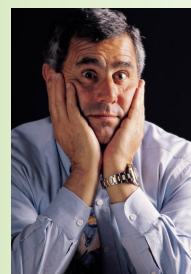
• PRACTICAL
REAL WORLD
EXAMPLES



“You don’t have to be great to get started. But you have to get started to be great.”

Les Brown

• FRIENDLY DYNAMIC
WORKSHOPS



• IMMEDIATE HELP

Time management doesn’t exist. It is impossible to manage time - it marches on relentlessly!

In business today, we are judged by our ability to deliver on our goals. To deliver means: attaining my goal, in full and on time. It’s a fact of business life, that the need to manage projects, priorities and deadlines under pressure is increasingly the daily reality. Our personal and organisational success depends upon our skill in getting the right things done repeatedly! Knowing what the right things are and doing them routinely is the challenge.

The **Maximising Personal Effectiveness** program is designed for the busy manager, supervisor or administrative person who has to juggle the multiple actions required to successfully complete a day. In this program you won’t learn how to manage time but how to be effective in the time available to you daily and weekly; formation of positive daily habits is the key to personal and business success.

The modules are packed with ideas and tools that will enable you to take control of your day. Weekly group discussion and work based activities will allow you to practice the workshop ideas on a regular basis. This program will support you to form the positive work habits that are the foundation of excellent time effectiveness.

Module One
Take Control of SELF

- How to Form Habits of Success
- Attitude equals Output
- Effectiveness V’s Volume
- Quality V’s Quantity
- What is Personal Productivity?
- Procrastination and Perfectionism
- Positive Daily Actions

Module Three
Take Control of YOUR DAY

- Work Style and How It Affects My Day
- Controlling Interruptions and Time wasters
- Productive Meetings
- Handling Paper, Emails and Phone Calls
- Effective Work Areas
- How to Delegate Successfully
- Words to Eliminate from Your Vocabulary

Module Two
Take Control of SKILLS

- Planning, Diaries & Personal Organisation
- High Return Activities - Get onto Them!
- Reduction of Low Return Activities
- Goal Setting & Action Planning Techniques
- Tracking & Measurement of Goals
- A Critical Habit - 7 Day Goals
- Important, Imperatives and To Do Lists

Module Four
Take Control of OTHERS

- Understanding Workplace Personalities
- Your Personality - How to Use it Effectively
- Learning to Say “No” Positively
- Managing Others - Effective Questioning
- How to Stop People Using Your Brain
- Getting Others to Use Their Initiative
- Techniques for Giving & Receiving Feedback



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**MAKING A DIFFERENCE IN OUR WORLD
ONE PERSON AT A TIME**

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