

# Personal Effectivity

## What's it all about?

Many areas of modern working life today require us to thrive whilst being within a high-pressure environment. Whether you are in a blue-light service, engineering, education, or IT support. Whilst the ability to thrive in such fast-paced situations seems to be often out of reach, there are some things that we can do to build our capacity and thrive. Not just on the adrenalin rush that such situations stimulate, but for the long term.

It's almost as if we've moved to live at altitude, where there's less oxygen, and because water boils at 80 degrees, our tea tastes different. Our only realistic option is to adapt, and transition to the new situation. In order to adapt at all, we have to *believe* that it's possible to do so. Because what we believe changes the results that we get.

This workshop goes beyond time management by enabling participants to think about how we manage ourselves day-to-day, building plans that are based on the true time available, and using our peak effectiveness times optimally while dealing with distractions from all directions; and, perhaps most importantly of all, learning from what's going on around us.

The skills developed will be applicable to staff at all levels and in all roles.

## Outline

On this 1 day programme, we will cover areas including:

- Identifying your TrueTime and PeakEffectivenessTime
- Discipline in planning, both big-picture and little-picture
- How to prioritise tasks both quickly and effectively
- How to deal with the most common time-vampires resulting from open-plan offices
- Achieving 'Deep Work' by reducing task-switching
- Managing crowded in-boxes
- How to learn from what happens quickly so that you can make rapid adjustments to your strategy
- Embedding well-being practices into daily life.

## What you need to bring to the course

There's no pre-work required for the course. All participants will be provided with a professionally printed workbook.

## Additional information:

### Delivery & Investment

Cohorts must be a minimum of 8 participants and a maximum of 20.  
Costs are £1500 (ex. VAT) + £4.00/delegate (workbook cost) for the whole programme. This excludes any venue fees, travelling or subsistence costs, which will be passed on at cost.

### Comments from previous participants

*"Brilliant to give time and thought to the biggest thing that will impact our success - our use of time! Jonathan is the perfect guide."*

*"...ideas I can put into place straight away"*

*"Identifying more about how I work and what motivates me"*

*"Very good trainer, felt very engaged and took away a lot."*

*"Some really effective tools to manage self and others, well worth attending!"*

*"If you want to learn how to save yourself from death by multi-tasking and get your life back, come on this course!"*

If you are interested in these things, the current NPS for this course is 88.