

## Personal Effectiveness

*“The key is not to prioritize your schedule but to schedule your priorities.” - Stephen R Covey*

Organizations demand high performance from their human resources. International business professionals need to be innovative, creative, flexible, multinational and learning-oriented over sustained periods of time. Additionally, family and social life also demand their share of a person's time and energy. More and more business professionals find it difficult to combine the multitude of demands on their professional and private life.

The central objective of this workshop is to help business professionals with extreme demands on their time and performance or people who feel they are “not enough hours in the day” to spend their time doing what matters most.

### Objectives

At the end of the workshop participants will be able to:

- identify how they currently spend their time.
- align their personal and organizational objectives in order to set priorities in their daily tasks and plan their time more effectively.
- avoid getting side-tracked with less important activities and external / internal interruptions to complete high-priority activities and tasks.
- manage their business communication (e-mail, phone calls and meetings) more effectively and efficiently.
- deal constructively with difficult situations where demands are placed on their time which do not fit with existing priorities.

### Content

- Time management principles and tools
- Creating a personal mission statement
- Effective planning and delegation techniques
- Staying on track and saying ‘No’
- Guidelines for effective face-to-face, written and virtual communication
- Managing stress and dealing with difficult situations
- A personal effectiveness action plan.

### Learning Methodology

The participants will be expected to do some preparation in advance of the program and carry out an audit of how they currently spend their time.

Participants should bring their current time management system with them to the workshop and be ready to discuss how they use it with other participants.

The workshop will involve experiential-based learning activities, group activities, lecturettes, discussions and time for personal reflection.

### Workshop

This is a two-day workshop for a group of 16 participants working with two Clarion Learning consultants at an on-site or off-site location.