

Building Better Work Habits

Overview

Duration: One Day

This training course has been developed for everyone in your organisation who may struggle with their own personal effectiveness. They may not have control of their own workload or blame others as to why they're not achieving certain tasks and projects. Alternatively, it might be that high performers want to understand how they can organise themselves in a new way to give themselves more stretch in their roles.

The training course will help the learners build self-awareness and will highlight the important parts of working smarter to achieve end goals.

Description

We are all busy, and sometimes it seems we do not have enough hours in the day to complete deadlines and projects. It can then eat into our home life, meaning we often end up stressed, or in worst-case scenarios, unwell (both physically and mentally). The reason behind this is often how we work day-to-day, as opposed to others giving us work at the last minute.

These training course materials have been designed to help your participants work more effectively for the long term. This isn't about how to manage a diary or emails, but rather look closely to see what are the blockers which get in the way of success. These small changes in day-to-day work will have a dramatic impact in both productivity and personal effectiveness.

Topics covered:

- **Productivity: the science bit** – A chance to explore what we mean by being productive and how that helps us build better work habits, as well as the opportunity to look at some science behind myths and bad habits we've probably already formed. Includes a link to a YouTube video.
- **Procrastination, why put off to tomorrow what we can do today!** – Participants will explore what we procrastinate about, how we procrastinate in our own lives, and what we can do about it!
- **Eat That Frog** – An introduction to Brian Tracy's book "Eat that frog" and how it can help us improve our working habits. Includes a link to a YouTube video.
- **Eat That Frog: Thinking on Paper** – A chance to put into practice some of Brian Tracy's methods and how to use them in our real lives
- **Eat That Frog: Rocks, Pebbles and Sand** – Taking our goal setting further, we explore Covey's methodology around prioritising our tasks

- **Eat That Frog: The Pareto Principle** – The final part of the “Eat that Frog” section looks at how effective we are in terms of how we spend our day
- **Prioritising: how do we spend our day?** – Participants explore how proactive they are, and what the danger might be in letting a situation rule their time
- **Prioritising: The Priority Matrix** – Taking the Rock, Pebbles and Sand methodology further, participants explore what truly is urgent and what is important in our day to day
- **Prioritising: Company Performance Tensions** – We may know what our own personal objectives are, however, our business objectives have certain tensions that could impact these. How can we balance these two different objectives to ensure we’re successful day to day?
- **What’s my mindset?** – Sometimes we can get in the way of our own successes and plans due to our mindset; utilising Carol Dweck’s work, it is a chance to reflect on our own mindsets when we’re building new work habits. Includes a link to a YouTube video.
- **What’s my mindset? Energy Cycles** – Our energy can impact our mindset and how productive we are. A chance to look at what gives us energy, and how we can work more effectively depending on where our energy levels might be

Who Should Attend?

Anyone interested in understanding in being more effective at work.