



Worksmart

Getting things done with less stress in less time

Three workshops, spaced over 8 – 10 weeks, immediately followed with one on one coaching.
You will learn simple and practical ideas that work NOW to see Immediate and ongoing results.

Workshop #1:

EFFICIENCY

- Workflow habit
- Create the simplest and easiest system to get things done
- Organize around your priorities
- Quick accurate decisions
- Smart Outlook processing of emails, requests & information

Follow up:

One on One Coaching

- Personalise
- Apply principles
- Create Accountability

Which of these are issues for you or your staff?

- Over-full In Tray / In Box
- Time wasted looking for papers/emails/documents
- Receiving unnecessary mail and emails
- Being easily distracted
- Procrastination
- Emails interrupting your work flow
- Paper shuffling
- Papers being put on your chair, keyboard etc.
- Unclear deadlines
- Cluttered desk
- Over promising – under delivering
- Too much time looking for things
- Waiting for others – waiting, waiting
- Planned activities derailed by other priorities

Workshop #2:

EFFECTIVENESS

- Attention control
- Make what is important happen
- Proactive / reactive ratio
- Planning / doing ratio
- Commitment conversations
- Smart use of Outlook to plan, track, remind & inform

Follow up:

One on One Coaching

- Personalise
- Apply principles
- Create Accountability

Which of these are issues for you or your staff?

- Being driven by 'urgent' work
- No time for the 'big' tasks
- Not sure where to start
- Frustration at the number of meetings
- Feel you are forgetting something
- Difficulty deciding priorities
- Leaving things till the last minute
- Forgetting to follow-up
- Interruptions and requests prevent you from making real progress on key priorities.
- Too little time, too much to do

Workshop #3:

ENERGY

- Sustain high performance
- The positive work zones and energy killer zones
- Inner game of work
- Poise under pressure
- Transform stress
- Feel better more often
- More energy

Follow up:

One on One Coaching

- Bio-feedback
- Practice self management tools and see the effects in your body

Which of these are issues for you or your staff?

- Tired of being tired
- Stress seems to be the norm
- Get home with no energy left for anything out of work
- Commitment high but energy and body flagging
- Getting frustrated, angry, anxious more often
- Afternoons are a real chore to get through
- Just got no energy
- Mistakes, problems, changes throw you too much
- Emotions starting to run you

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