



Personal Effectiveness Tutorial One - May 2004

Welcome, to Beechwood Personal Effectiveness.

After working through this tutorial you will;

- understand the key principles of personal effectiveness,
- have an overview of the programme,
- be using some practical tips and actions.

Let's start with a few **Key** points about personal effectiveness:

Key Point 1 : What is Personal Effectiveness ?

We achieve personal effectiveness when we use our work time productively to successfully complete tasks that maintain or enhance the performance of the organisation. On a personal level, the many benefits include:

- Work/life balance
- Job satisfaction
- Respect of peers
- Reduced stress
- Fulfilment and/or advancement.

Is it Different to Time Management?

Time management tools are an essential and integral *part* of personal effectiveness. If a 2 hour task can be completed in 90 minutes, without compromising quality, it has been achieved more *efficiently*.

Is efficiency the same as effectiveness?

The answer is in the end result of the task:

- What benefits did the task deliver? *and*
- Are those benefits consistent with the goals, targets or objectives of the organisation.

So the first key point is that *effectiveness* is achieving tasks that add measurable benefit to the organisation and we can set out to do these *efficiently*.



Key Point 2 How do I get the most form this Tutorial Course?

- **Set Goals:** Setting goals is an characteristic of effective people and becomes increasingly important in both personal and business lives as we gain more responsibilities. By starting early with simple goals the process becomes intuitive and easy to do. e.g. To save 10 minutes administrative time each day this week. Why not write that into your diary/calendar/time planner now?
- **Adapt the Principles to suit your style/organisation.** Absorb the essences of what you learn and apply them in your own environment, using your own style.
- **Involve Others.** Share ideas with your colleagues - Remember that team output is always greater than the sum of the individuals.
- **Enjoy.** Of course this is a serious subject....but it should also be enjoyable and rewarding to challenge (even laugh at!) how we do things.
- **And Finally..**An open and flexible approach will be a real benefit when we come to dealing with matters of workplace behaviour and influencing others.

Key Point 3 : What is the most important aspect of Personal Effectiveness ?

We're constantly asked this question and the response is unequivocal: *–prioritising.*

Through the programme we will be looking at how to distinguish important from urgent, and how to ensure that your daily tasks support your short, medium and long term aims, goals and objectives.

Key Point 4 : Allocating Time

How often have you heard (or used) the phrase '*I didn't have the time to.....*'?
Below the surface of this response, the honest answer is '*I chose to do something else*'.
Do we recognise that we are *making choices*, that they may be being decided sub-consciously, or to someone else's agenda?



Key Point 5 : Improve your effectiveness 1% everyday and double your effectiveness every 70 days.....

Optimising Personal Effectiveness is more about many small actions and answers, rather than one 'big one'. Each tutorial will give you tips and techniques, which you can combine to generate significant results.

This type of issue is a barrier to optimising personal effectiveness. Recognising our barriers is the first step we must take when seeking to generate improvements.

Key Point 6 : How do you decide if you've had a successful day ?

The question for all Personal Effectiveness course participants.
The most common responses centre around empty in-trays / e-mail 'in' boxes. Through the programme we will explain why this is not an accurate measure of either efficiency or effectiveness and help you establish new measures.

Key Point 7 : Don't agonise.....Organise !

We will be dealing with the practical challenges of our workplace:

- Information overload (e-mail, the internet and a host of other sources).
- Interruptions and diversions, open plan offices and hot-desking.
- Workspace.

Key Point 8 : Vital Personal effectiveness strategies and tactics.

We'll also be covering a number of vital personal effectiveness strategies :

- Managing the boss!
- Interacting with others....influencing skills.
- Effective meeting practise. Could meetings become effective and enjoyable?



Summary / Checklist/Actions:

Each month, key points will be summarised in a checklist, to speed up and facilitate the process of capturing the recommended actions.

Here is this month's 'to do' list to kick-off Personal Effectiveness improvements:

1. List your personal effectiveness barriers.
Now prioritise the top 5.
Write these in your time planner so we can eliminate them as we proceed through the course. Which will you tackle this month?
1. Are you actively *choosing* the 'right actions' each day?
Allocate your first few moments of work time to listing what you must do, and tick each action off as it is completed.
1. How do your chosen actions support your aims / goals / objectives?
Can you quantify these ?
1. Set three simple goals for improving personal effectiveness this month and track your success at achieving them.
1. Schedule an action to look out for next months week's tutorial at www.beechwoodassociates.com , on 15 June 2004. Or alternatively arrange an e-mail reminder for future tutorials by sending an e-mail with 'Reminder' as the title, to alistair@beechwoodassociates.co.uk.

Next month, our tutorial will cover one of *the* key elements of Personal Effectiveness, in detail. Will it be on your list of barriers?

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