

Getting Stuff Done:

There is no simple, one size fits all answer to being organised and getting things done. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organisational tools and techniques so that you can build a customized productivity plan for your personal and professional life. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life!

At this workshop you'll:

- identify what personal efficiency is, including useful skill sets and attitudes
- explore what role long-term goals play in short-term efficiency and set a personal vision, dreams, and goals
- study the 80/20 rule and the Eisenhower principle
- develop a plan for an efficient workspace, including a customized information center and a filing system
- learn about a system that will allow you to process any type of information that crosses your desk
- explore why you procrastinate and develop methods for tackling tasks
- develop ideas and tools to make your work and home more productive and efficient .

Target audience:

Anyone interested in getting “stuff” done

Topics to be explored include:

- ▶ Understanding personal efficiency
- ▶ Developing the right attitude
- ▶ Laying the foundation
- ▶ The building blocks of a good organizational system (including the 80/20 rule)
- ▶ Creating the right environment
- ▶ Setting up your info management centre
- ▶ Managing information in six easy steps
- ▶ Prioritizing your tasks with the Eisenhower principle
- ▶ Saying no
- ▶ Creating routines
- ▶ Stopping procrastination now (not later!)
- ▶ Applying our lessons at work and home

What's included?

*Instruction by an expert facilitator
A highly interactive and fun workshop
Participant workbooks
Personalised certificate of completion*

**For more details on this, and other workshops,
presented by Learning Insight contact:**

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