

## PAYING ATTENTION TO WHAT MATTERS

(one day programme)

Bombarded on all sides by more and more demands on energy and time, it is far too easy to become overwhelmed. Yet, often we are not really working on what matters to our organisation and to ourselves. This one-day programme will enable you to re-assess what matters in your busy work schedule. Learning to prioritise and to understand where you can be of most value, as well as developing your own personal resilience will be of enormous value to you.

### PREPARATION

- Time log of how you have spent the last two full weeks at work using Covey's time management matrix

### PROGRAMME CONTENT

- Understanding and valuing time: Chronos and Kairos
- Prioritising: Covey's time management matrix
- Coping strategies
- Finding your voice
- Putting yourself in others' shoes
- Understanding how we communicate
- Assertiveness
- Personal resilience: working at your optimum
- Developing techniques for managing overstress and remaining at your best

### KEY OUTPUTS

- Greater control on how and where you spend your time
- Clearer priorities on the important as well as the urgent demands of your work
- Confidence to find your voice
- Greater ability to communicate with others
- Practical techniques to avoid overload and manage stress levels

### ORGANISATIONAL VALUE

- More efficient and sustainable use of time by talented managers and professional teams
- Stronger prioritisation around the key strategic and organisational goals you have set

### PERSONAL VALUE

- Greater effectiveness at work whilst reducing overwhelming demands
- Personal resilience and confidence to take control