Building Better Work Habits

Course Objectives

The Building Better Work Habits 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.

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

At the end of this Building Better Work Habits Training Course, your participants will be able to:

- Identify what being productive really means, and explore some of the science behind productivity myths
- Understand why we procrastinate, and find new ways to banish this from our working day
- Identify what big tasks we keep "putting off" and ensure we are clear about what we're doing and why we're doing it
- Explore how we prioritise our day, balancing our own workload with company performance priorities
- Challenge our mindsets – how open are we to growth or are we fixed in our views on how to achieve our goals?

Pre-Requisites

Nil

Duration

1 day.

Course Outcomes

1. Understand that urgent and important tasks aren't always the same thing
2. Get the big tasks done first in their workday before getting swallowed up in admin and phone calls
3. Manage their mindset; being willing and open to learn and put the effort in
4. Keep focused on the task in hand and not working in a scatter gun approach
5. Have clarity of their goals and what they want to achieve
6. Limit procrastination to work smarter

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Course Content

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 of the 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.
- Thinking on Paper – A chance to put into practice some of Brian Tracy's methods and how to use them in our real lives
- Rocks, Pebbles and Sand – Taking our goal setting further, we explore Covey's methodology around prioritising our tasks.
- The Pareto Principle – The final part of the "Eat that Frog" section looks at how effective we 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
- 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
- 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.
- 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