

# Personal Effectiveness

**Category:** Personal Development

## Course Details

Duration: 1 Day

Course Times: 9:30 -16:30

**The following topics will be covered during the Personal Effectiveness workshop:**

- How to set objectives
- Know yourself and how you operate
- Pareto's Principle – Know the real value in what you do
- The Priority Matrix
- Your Brain – understand why we think the way we do and how to manage your own style
- Identify your strengths and convert your weaknesses
- Taking time out to reflect
- Create SMART goals/objectives and set realistic, achievable tasks for your diary
- Chunking – learn how to speak down your workload so you can achieve it in full
- Learn how to say no properly
- Success comes from planning, but not without action – see how you can become more successful, in less time. Organise your life and rule it
- Plan of Action

## BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

**T:** +44 (0)151 650 6907

**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)