

Improving personal effectiveness

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revolutionising retention, maximising performance
learnpurple

The Irish Association of
Corporate Treasurers



What is time?

- how would you spend €86,400
- it only takes 21 days to practice and perfect a habit
- 5 minutes per day to improve your job is
1200 small improvements over 5 years
- one hour of planning will save 10 hours of doing



What is time?

- the average person gets 7 interruptions per hour
- it takes the average person 5 mins to refocus
- interruptions use approx 3 hours per day
- customers are your reason for working & not an interruption (Ghandi)



Time is cyclical

- biorhythms
 - circadian rhythms
 - ultradian rhythms



Improving Personal effectiveness

1. What do you want?



What do you want?

S Specific & Simple

M Measurable and Meaningful

A Achievable and As if now

R Realistic & Responsible

T Timed & Toward



Improving Personal effectiveness

1. What do you want?
2. What do you have to do?



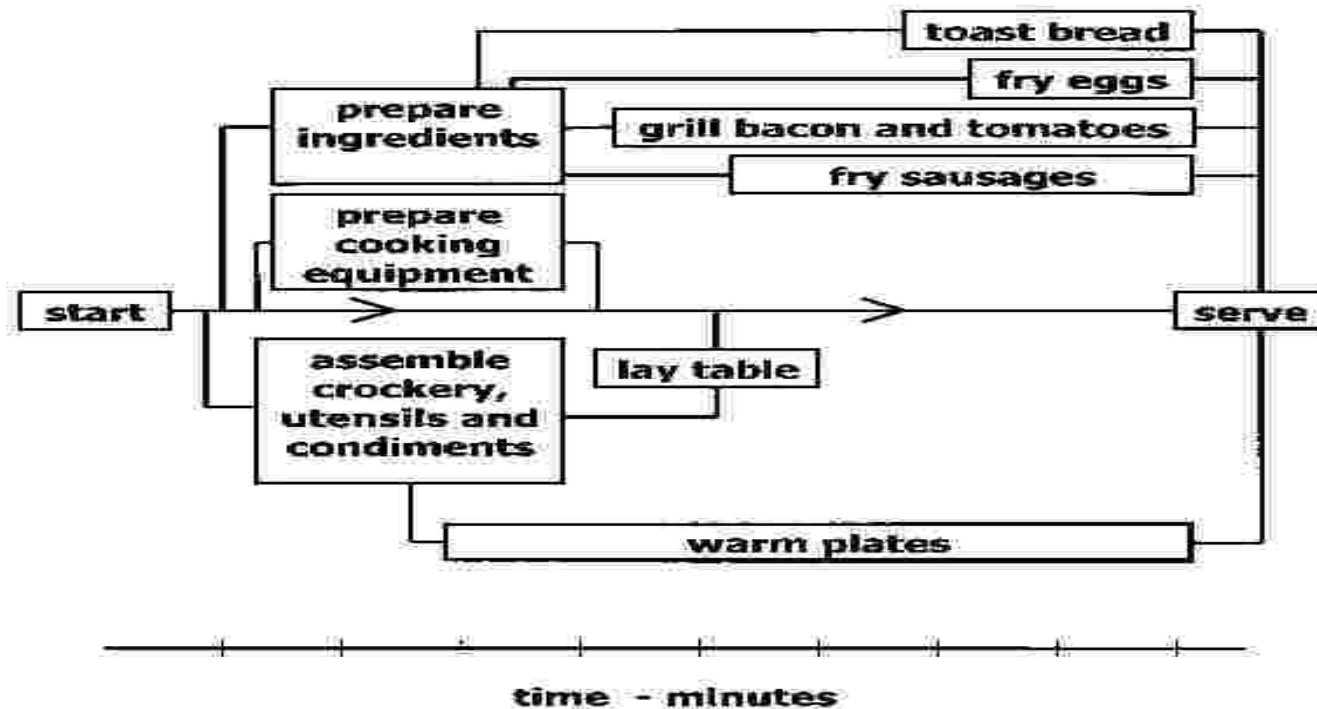
Planning

- What is the objective?
- What has to be done?
- How long will each step take?
- Work backwards along a timeline

e.g. Cooking an English breakfast



Planning - a cooked breakfast



Improving Personal effectiveness

1. What do you want?
2. What do you have to do?
3. When should you do it?



Important

High

Low

High	Client problem	Telephones go down
Low	Appraisal	Social Call

Resignation!

Уважение

Client problem

Appraisal

Social Call

Telephones go down



Improving Personal effectiveness

1. What do you want?
2. What do you have to do?
3. When should you do it?
4. DO IT!!!!



Finally - What stops you

YOU DO!!



Tim's top tips on procrastination

- remember fear is an illusion
 - play the BANJOE (bang all nasty jobs out early)
 - it's all a matter of choice
 - stop the spinning plates



Interruptions!

Use outlook effectively

Educate the office

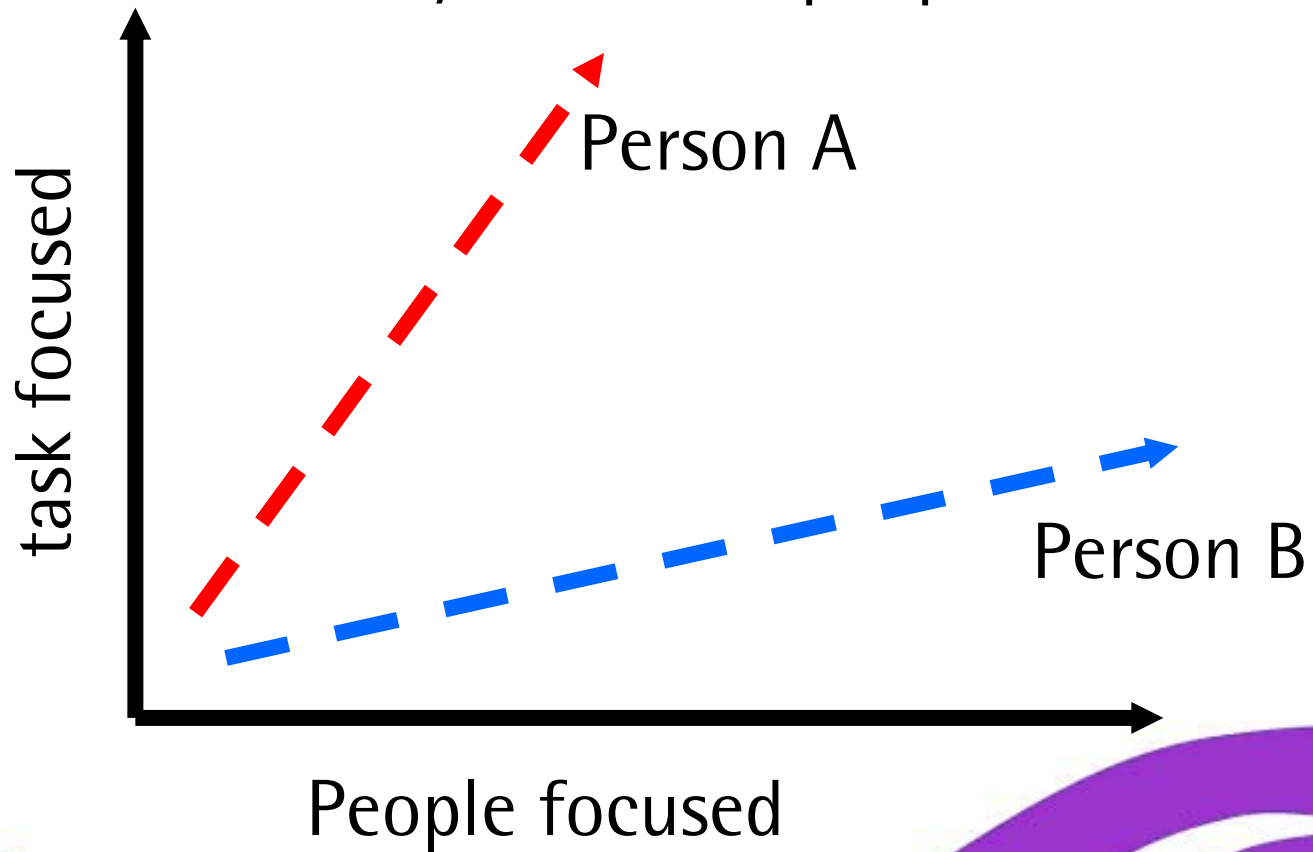
DND & say No

Remember people are different to you



How do people spend time?

are you task or people focused?



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2. What do you have to do?
3. When should you do it?
4. DO IT!!!!





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- Ongoing support:
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