



BOOSTING PERSONAL EFFECTIVENESS

Embrace smart productivity hacks

We are often obsessed with time and get distracted by the whirlwind of daily tasks, which by the end of the workday may make us wonder what we actually achieved. Personal effectiveness is about knowing when and where to direct efforts to achieve fruitful outcomes.

In this engaging session, led by expert facilitator Martin Probst, you will learn how to reduce interruptions and optimise your day by using a variety of productivity hacks that can make all the difference. These techniques are easy to learn and can help you work smarter, not harder.

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KEY OUTCOMES

- Apply practical task, energy, and time management strategies
- Distinguish between busy work and purposeful productivity
- Clarify focus areas using personal values and priorities
- Foster self-leadership, accountability & resilience
- Build sustainable habits for consistent follow-through



IDEAL FOR

- Individuals feeling overwhelmed, distracted, or reactive
- Teams seeking greater clarity, consistency, and direction
- Individuals juggling competing demands and priorities
- Leaders wanting to sharpen focus and maximise personal effectiveness



WHAT YOU GET

- Engaging, interactive and thought-provoking training session with real-time insights and activities
- Option to tailor this session to a length other than half-day
- Carbon-neutral training

Ready

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