

# PERSONAL EFFECTIVENESS

BE MORE. BE BETTER. BE INSPIRED



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If you want to build a **SOLID SUCCESSFUL FOUNDATION**

that will be relevant throughout your whole career & life regardless of your role this program really hits the spot.

## LEARN YOUR WAY

PERSONAL EFFECTIVENESS is delivered as a blend of assessments, one-on-one coaching, and classroom or online workshops.

**Arlene Nicholson  
& Debi Higson**

*Specialists in training & coaching people at work*

binspired.nz@gmail.com  
www.binspired.nz

Learn how to thrive and adapt to the rapid pace of change, increased diversity of people and thought, and maintain a balance between life and work.

### MODULE 1: MANAGING MYSELF

- The connection between thought, mood, and actions
- Conflict between what you want to do, should do, and habitually do
- Process to create new habits
- Emotional and social intelligence – how well you know and manage yourself, and adapt in social settings
- Positive intelligence – what’s happening when your mind serves you well and when it doesn’t
- Fixed and growth mindset
- Recognising stress and using strategies to build resilience
- Conditions to be your best
- Factors that motivate you
- The Wheel of Life – finding the balance
- Types of work that suit you best

### MODULE 2: MANAGING TIME

- Identifying your purpose and priorities
- Why we make poor decisions regarding use of our time
- Taking control of our time
- Things to do, to drop, and delegate
- How to delegate
- Saying ‘no’
- Tips to stop procrastinating
- Planning your year, quarter, month, week and day
- Dealing with emails, paperwork, and workflow
- Being effective in meetings

*Unlike talent, or money, or luck, there is one resource that is distributed to every one of us equally. We each get 24 hours a day – and it is how we use those 24 hours that sets people apart. – Bear Grylls*

**Binspired**