

PERSONAL EFFECTIVENESS PROGRAM

In many organizations we hear managers and team members complain that they simply have too much to do and are so overwhelmed that they are always digging themselves out of holes rather than planning for the future. The sense of being overwhelmed typically results in low productivity and low morale. From our experience people want to do an exceptional job and when they cannot, they get frustrated. They are multitasking ineffectively. They attack different pieces of the problem every day and just “wing it”. They don’t know “where all their time goes”. People make commitments they know are unmanageable but feel they cannot say no. The Mobius Personal Effectiveness Program is a systematic, best in class approach to building an efficient, engaged and positive work environment.

Our Personal Effectiveness Program helps people to deal with heavy workloads and cope with change; use time effectively and plan well for balancing multiple projects simultaneously; manage project teams and delegate effectively and increase their sense of control and balance in their professional lives. Most alumni of the workshops report that, on average, *they recover nine hours of time each week* as they implement the program. The Mobius Personal Effectiveness Program is a hands-on staff development program with one on one coaching to successfully embed this new approach in your workplace.

This is NOT a program which teaches just basic time management principles. Personal Effectiveness workshops not only build skills but help participants to deal with their day to day work related challenges. Likewise the program is NOT just a presentation or lecture. Our belief is that insights and ideas about time management are valuable only if they are integrated into the daily practices of the team members. The immediate application afforded by our workshop format is essential to the sustainability and impact of the workshop.

Benefits of the workshop frequently reported by past participants include:

- Increased personal organization
- Improved ability to juggle tasks
- Increased focus on top priority tasks
- Better delegation and utilization of team
- Reduced procrastination
- Improved planning and project management
- Fewer dropped balls
- More effective decision making
- Increased sense of balance and satisfaction
- Reduced stress and anxiety

The Personal Effectiveness Workshop is delivered in three non-consecutive one day sessions with 3-4 weeks in between sessions. Each day of the program begins with participants working together in the morning in a workshop format to understand the concepts and practices of personal effectiveness. In the afternoon, they return to their desks to implement the organizational systems that were discussed, working along with a desk side coach.

The Personal Effectiveness Workshop includes the following modules:

- Best Work Habits Module for personal efficiency and effective work practices
- Paperwork and Personal Organization Module for efficient office, desk and personal workspaces
- Electronic Module for effective use of email, voicemail and electronics
- Planning Module for project and time management
- Delegation Module for effectively managing teams and delegating tasks

The Mobius Personal Effectiveness Program can help your employees succeed and find balance in a highly stressed, quickly changing work environment most of us are grappling with. At Mobius Executive Leadership we are proud to offer this program to foster the health and vitality of the companies we work with.

PERSONAL
EFFECTIVENESS

*Effective behavior =
Measurable results*