



Are You Effective or Efficient?

Lunch and Learn



A Better Way To Work

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ARE YOU EFFECTIVE OR EFFICIENT?

What's the difference between being efficient and being effective? Are the most productive people those who simply get more done, or is there more to the story?

Join us for an insightful session that unpacks these often-misunderstood concepts and shows you how to strike the perfect balance between them.

Discover practical strategies for prioritising tasks, optimising your time, and delivering meaningful results without sacrificing quality. Learn how to shift from simply checking off tasks to making a real impact in your work.

This session will provide actionable insights to help you work smarter, achieve more, and find clarity in your day-to-day responsibilities.

Don't miss this opportunity to elevate your productivity and redefine how you approach your work!

Outcomes:

- Understanding the difference between Efficiency and Effectiveness
- Strategies to increase your effectiveness
- Leveraging technology to enhance your efficiency

Format

This program is delivered face-to-face or virtually as a 1-hour session.

Priority Lunch and Learn Presentations

Your Time Matters

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

Your Copilot Matters

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

Your Notes Matter

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

Your Project Matters

Improve your ability to run projects on time and on budget with insights to make a real difference.

Your Team Matters

Maximise shared processes, tools, and master MS Teams to boost collaboration within the Office 365 ecosystem.

Your Meeting Matters

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

Your Impact Matters

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

Your Energy Matters

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.