

Effective or Efficient?

You often hear these terms being thrown around, but what do they really mean?

Are efficient people more productive because they get more work done? Or should you be more focused on being effective?



Are you Effective or Efficient?

You'll find great value in attending this 1 hour presentation.

WorkingSm@rt®

Are you Effective or Efficient?

In the forever busy role of a knowledge worker, this session gives you some very practical tips on how to achieve a balance and be more productive.

This presentation can help you to:

Learn the difference between efficient and effective

Identify strategies that will enable you to get your work done and be more productive

Plot your work on a matrix to allow you to better prioritise

Implement an effective decision making process

Define questions and strategies to allow for greater efficiency

Did you enjoy this presentation? Ask us about the half-day program!

Additional Presentations

Your Team Matters

For an organisation to excel, it needs to ensure that shared common processes and tools are maximised. This session introduces you to MS Teams, the new tool for teamwork, communication, and collaboration.

Your Time Matters

When productivity is critical, becoming self-leaders, avoiding information overload, and managing distractors are key. This session shares 5 key Time Management principles with practical tips to better manage emails and tasks via Outlook.

The Influential Communicator

It is critical to cut through communication static and have the heart of the message received and acted upon. This fundamental session explores communication pathways that mobilise those around you to act.

To Book A Presentation Please Contact Us Via Below Details

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