



Productive ESS

Duration 6 hours – Includes breaks

Maximum 25 attendees*

Content Overview

Ever wished there were more hours in the day? Often, we think we need more time to get 'everything' done but what we really need are the skills to become more productive. Productive ESS look at their days as a series of interactions and tasks to be managed, interruptions and the 'unforeseen' are speed bumps, not stop signs.

Productive ESS drive straight to success – 'Busy' ESS often stall and drive in circles.

This session provides ESS with a range of practical strategies to not only manage their time more efficiently but also identify improvements, achieve goals, and celebrate success!

- **Defining Busy** - What it is, why it happens and its professional and personal impacts.
- **Productive Behaviours** - The power of Self-awareness and Assertiveness
- **Chaos to Control** - 3 step process to choose where we spend our thinking & doing time.
- **Top 5 Time Suckers** - When we remove these from our day, we blow the stress away.
- **Productivity Hacks** - Practical strategies to increase focus, improve outcomes, and create a culture of 'yes we can!'
- **Action Time** - Attendees develop a productivity plan for immediate implementation.

Outcomes

- **Confirmation** Why 'busy' = stress and self-awareness and planning = success.
- **Confidence** The skills and knowledge to identify and break unproductive habits.
- **Action** Productivity plans and the steps to implement immediately.

Suitable For

- ✓ All ESS

Our Requirements

- ✓ **Copies of School Goals** - Values, Mission, and/or Vision Statements
- ✓ **Venue** with resources for a PowerPoint presentation
- ✓ **Refreshments** are at your discretion and cost.

Contact Us For A Quote

admin@justforschools.com.au



***If you have less than 10 or more than 25 attendees, please let us know.**