SINGLE SESSION

The Efficiency Advantage

From busy to productive

DURATION 3 hours (Includes a 15 min break)

MAXIMUM 30 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, and interruptions and the 'unforeseen' are speed bumps, not stop signs.

Productive ESS drive straight to success - 'busy' ESS often stall or drive in circles.

This session provides ESS with practical strategies to not only manage their time more efficiently but also identify improvements and celebrate success! Attendees will leave with a clear, personalised plan and ready-to-use tools they can apply immediately, helping them feel more in control, less stressed and better able to support students, colleagues, and the school.

- **Defining Busy** What 'busy' really is, why it happens and how it affects us professionally and personally when left unchecked.
- **From Chaos to Control** A practical process to choose where we spend our thinking and doing time.
- **Productivity Hacks** Simple strategies to sharpen focus, work more efficiently and boost job satisfaction.

Outcomes

Confirmation
Why 'busy' should not be worn like a badge of honour.

Confidence
The skills and knowledge to identify and break unproductive habits

Actions
Practical productivity strategies to implement immediately

Our Requirements

- **Venue** with resources for a PowerPoint presentation
- **Refreshments** at your discretion and cost

Contact Us for a Quote admin@justforschools.com.au | 0422 476 070

**If you have fewer than 10 or more than 30 to attend, please let us know*