



Personal Mastery Workshop - Organise Yourself More Effectively



Providing Empowering Techniques to Drive Personal Projects and Productivity

Personal Mastery is an entirely client driven workshop and its genesis can be traced back to an approach from a client with an all-too-familiar problem and a rather unusual request. Essentially, our client recognised that they had a very dedicated, able and hard-working team but believed that the company could make even better use of their energy, focus and commitment. From the team's point of view, they wanted to make their working lives more satisfying and creative – more than just a daily struggle to survive in the world of busyness, coping with the deluge of information overload. Our brief was simple: 'design something which will help us all organise ourselves more effectively'.

We looked at what was already available; we drew on our extensive knowledge of human performance factors; we drew upon project and change management for useful tools and techniques; we identified what worked well for us in our own organization; we incorporated elements from Lean and Agile management and we came up with something unique to pearcemayfield, our [Personal Mastery Workshop](#).

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Just More Time Management?

Ok, you say, we know all about that Time Management stuff – been there, seen it, done it. This is different. Personal Mastery is so much more than a regular time management course. Agreed, we saw most time management courses as having some serious drawbacks. In itself it can actually consume time in making up plans and measuring against desired output. In ‘managing’ our time we become very disciplined, following a mandatory and regimented path, but often so disciplined that we then forget to relax and innovation and creativity can be stifled - the very things that stimulate us in the first place. Very often whizzy bits of technology are required with the need to constantly acquire new information to stay up to speed with latest tools and techniques. Rather self-defeating? There has to be a better way!

Do I Really Need This?

Let’s rewind the tape for a moment....

WHY is personal organisation an issue? Quite simply because we are bombarded with the burden of ‘stuff’; assaulted constantly by a multitude of distractions; faced with increasing complexity in our organisations, in our jobs and in our lives – the litany goes on.

... and what’s the outcome? An inevitable downward spiral of disappointing results, for both the individual and the organisation, stress and sometimes depression. Tough, isn’t it?

Organising Yourself More Effectively

That’s what Personal Mastery addresses because personal organisation provides a keystone to improved performance with a consequential increase in personal satisfaction. Improved personal performance through eliminating wasted effort. Improved team performance as colleagues who are well organised and have their workload under control are easier to have alongside. Improved focus and clarity, each day, every day. It’s what Personal Mastery is all about. *A win-win for sure.*

What Does Personal Mastery Deliver?

A raft of simple but powerful techniques, which can be used on paper as well as electronically and the skills we teach are life skills, as relevant and useful at home as they are in the workplace. Indeed, past delegates have told us how applying the learnings in the domestic situation has delivered real added value! We actively encourage people to bring their laptops, tablets, smart phones, diaries and ‘to do’ lists so that they can actually work on real and

current challenges during the course of the day.

'The range of tools gave me more bandwidth'

Does One Size Fit All?

No, and we have not assumed that everyone comes from the same place. We all have different challenges and working styles so delegates are guided on choosing which tools and techniques are most appropriate to their needs and what works best for them. Personal Mastery is both flexible and accommodating.

'More holistic than I had expected'

So What Are the Benefits for Me?

Take ONE day out of your life to change your life! This specially designed one day workshop is incredibly time and cost effective. It works for everyone, irrespective of their job role, seniority or experience.

Read what previous delegates have said:

"These workshops attracted a wider mix of attendees than I had expected."

▣ It is inclusive, taking people on the same journey of discovery, whatever their starting point

"I liked the interactivity between the attendees and the exercises."

It delivers practical results and improvements for all participants

"It was not just about method but very interesting, thought provoking and non-proscriptive."

It is packed with simple and practical tools ready for immediate use

"It was good to go on a 'soft skills' course that left me with a feeling that I had practical tools I could take away and use straight away."

It is unique to pearcemayfield, designed and delivered exclusively by us using high quality materials

"Delivery by pearcemayfield (with their knowledge, skills and reputation) gave the event kudos."

What Makes Personal Mastery Different?

Beginning with a pre-event questionnaire that enables delegates to record a 'typical' week's time and reflect on self-organisation challenges and awareness of work habits. It is fully and expertly facilitated. Through the day the workshop leader guides delegates along the path of managing personal projects, controlling work in progress, delegation, self-motivation and discipline, driving down risks and exploiting opportunities, dealing with surprises and how to reduce distracting 'noise'. Before departing, delegates complete their own action list with one key 'next step' from the day.

Will Further Support Be Available?

Yes. We can offer ongoing support after the workshop in the form of a modular Learning Pathway to enable delegates to further hone their skills through a package of self-directed learning. Further resources will follow: links to tools, app, and books; articles and discussions, all to help you continue to enhance personal effectiveness. As always, we are available to clarify and advise on anything covered in the Workshop.

This All Sounds Very Intensive

Personal Mastery is not an assault course for the brain! The day builds in space for self-reflection, for interaction and for problem solving. Moving from being 'driven' by work to 'pulling' it into the day at a time of one's own choosing is the key to greater effectiveness and quite simply enables people to achieve more with less effort. Following one workshop the client was so delighted with the experience and positive feedback from their team that they immediately ordered three more events!

"I've been amazed to discover how much time I have been wasting and how easily I've allowed myself to be distracted. Of course, I've always sort of known this, but this course has helped me see this clearly. A few simple techniques have improved my productivity and satisfaction levels enormously." (L&D Manager)

Pearcemayfield is now offering the bespoke Personal Mastery package to all its clients and we believe that this remarkable workshop is a valuable investment in both individuals and organisations.

Book online [here](#) or call free 0800 052 1600