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*With you all the way*

## Prioritise For Purpose

*How to be productive - not just busy*



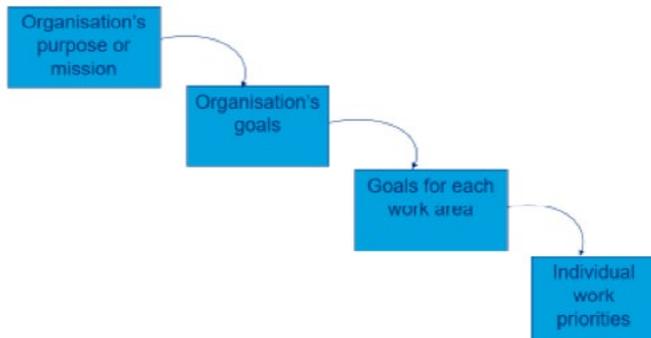
Empower your teams on how to focus on what really matters so that your teams can produce the outcomes that makes your organisation successful - thrive as opposed to survive.



What happens when our team does not really understand why the business exists, why their role exists, and the overall purpose of their role and how it fits into the big picture?

If they understand the “why” of the organisation (the mission) – then they are able to be proactive, take ownership and be creative and innovate without you having to constantly micro manage them. It also prevents your team from suffering burn out due to fatigue of working long hours because they are focusing on the “sand” rather than the “rocks” as Steven Covey would say.

## Hierarchy of Organisational Goals



## In this program you will learn

- How to empower your teams and team members to align their individual focus to team and organisational goals as depicted in the above diagram
- How to encourage your teams to create a team mission statement by reaching agreement on the following questions
- Why does my team exist?
- What would happen to the company if my team did not exist ?
- Who are my internal customers and what do they need and expect from me ?
- Who is my external customer , and what do they need and expect from me?
- What is the overall purpose of my role...? IF this role did not exist, how would it affect the business?
- Teach your teams to stop and pause before they step into that whirlwind. To ask themselves ... Is this the best use of my time right now? So at the end of the day - instead of having a day from hell! When they pick up their compass they are heading towards their true North and not heading south all day.
- How to encourage your teams to develop and implement some tried and tested and SIMPLE solutions and techniques that work – such as :
  - Implement a daily Prime Time
  - Use the 80/20 rule to focus on what matters first
  - Manage Interruptions – especially email traffic
  - Plan and manage procrastination by “eating the frog!”
  - Prioritise with the aide of Steven Covey’s priority matrix
  - Manage up

These techniques will save you time, save your team time and ensure that your time is being spent on what matters !