

Personal Efficiency Programme – Teresa Shapleski, Nurse Consultant PDRP

I have always approached my work with hope. Hope that I will become more organised, hope that once this piece of work is out of the way the pressure will ease, hope that one day I will not be dashing to meetings gathering information as I go.

Day 1 & 2 of the personal efficiency programme has already changed my hope into a reality. I still find it hard to believe that 2 days of a relatively simple programme has revolutionised my work. I realise now that I used to allow emails to dominate my work and compromise my key responsibilities and project work. I always felt under time pressure with not enough time to address core work. I had tried a wealth of different systems, tried to copy others who appeared efficient but still felt frustrated and dissatisfied at the end of each day. The more I did, the more it felt I had to do. The tools provided on the course have provided a system to enable me to take control and efficiently manage my work. I have no more time and the volume of work is still as great but PEP has enabled me to manage my work flow. Gone are the hundreds of emails, the bursting project folders and clutter. I now have a minimal outlook box, organised drop folders and a clear desk. Psychologically the appearance of my work space enhances the feeling of being organised and I want to perpetuate that feeling. I have realised however that the programme is a tool and is only as effective as the person applying it!

For example in the beginning, I would diarise work tasks and let them slip or allow the work I was doing to over run. I had to pull myself up and remind myself to stick with the plan otherwise old habits would start to creep back! I had to discipline myself to 'do it now' and only address emails in my allotted time. I now plan out my project work and convert the map to action steps whereas before I did the program I would spend time 'mapping out' but not converting it into anything useful. I now use the structured plan and 'WRAP' at the end of each week to ensure I remain on target. A spin off to planning my work and allotting time in my calendar is that I no longer compromise my core work. When someone requests to see me, I check my calendar and allocate time around my core work. My previous knee jerk reaction to see them as soon as possible has gone and much to my amazement people accept you are busy.

So far the 2 days spent on PEP has enabled my hopes to become tangible. I now feel satisfied at the end of each day and leave work (on time!) with a sense of achievement.

Our core values Customer Focus 'eye' | Integrity 'sunrise' | Compassion 'bird' | Respect 'koru' | Openness 'flower'