

Effective Personal Productivity Page 1 of 3 pages

Eddie Scaffo - O'Neil

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I have just completed the Personal Productivity course facilitated by Darren Pereira. I enjoyed the opportunity to undertake this course and one of the reasons for this is that in a dynamic work environment like VisyBoard we did not seem to have the time to cultivate team-work.

Everyone on site appears to be committed, but, it is fair to say that this commitment is neither evident nor yet reflected in the overall performance of the site. A team with a high level of commitment should not have to exhaust itself and still feel that there is a mountain to climb to achieve all the work that needs to be done.

This course has shown us that we can make positive changes to improve just by applying simple techniques that in the process will make us more effective at what we do. I am sure that at least two members of the team are glad that our meetings of the past have developed from a difficult situation into productive short meetings where we all win. I am referring to Brendon Gordon and Donny Mc Garvie.

From my part I am glad that I learnt a few techniques to make my time more effective, simple things like allocating set blocks of time to answer telephone calls, allowing 30 minutes each day to plan the next day, having to commit time for physical activities outside work. Of course the completion of the course is not for me the end of the matter, I am committed to continue searching for more effective ways to get the job done and I know that at the end I will feel better for it.

The course helped us to realise that we as a group of committed people who wish to be more effective need to concentrate on **high pay off activities**. These are the activities that will provide best results for us as individuals and also for the team.

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The need to help one another is the key to team success. There will be times when we will disagree, but as long as we work for the common good of the team then our disagreement would be just a different interpretation of the same thing based on each individual way of seeing the situation.

In the course we learnt the value of **visualisation**. I wonder if we all can imagine the satisfaction of being the best work site for Visy.

I wonder if we all can visualise a site where everything we do is done right the first time. Where we have the safest site, the cleanest site, a place where we all work together, where we all contribute to the effectiveness of the team and the site, where we all support one another with new ideas as to how we can improve further ?? **This is not a dream, this is what we can do if we apply the principles learnt. And this is what we must do if we are to survive in a competitive business world.**

The Company gave us the opportunity to participate in this course, now it is up to us to make it work. To win we must be persistent, we can not give up after the first signs of resistance. Some days the workload may seem too great, well if this is so, we learnt that we should not despair, we need to break down the jobs into small tasks and start doing it, It is surprising how much one can advance as long as one is persistent. **I just imagine the satisfaction of seeing the hard jobs gradually being completed .!!**

The question we need to ask is **“Can we afford to continue working longer and longer hours ? and still feel that we are getting nowhere ? or should we be utilising the new techniques to become more effective at what we do ? .**

The power of delegation, must be explored by all the team members as long as this does not become a “pass the problem to someone else”. Helping one another, that is how the team will succeed.

As a team we must remember that we are all different but we all have something to contribute, the simple technique of listening in silence will greatly improve our communications. Let's all try it. Look for body language

as well as listening to the conversation. If we do this we may get the whole message being sent by an individual.

Finally, we have a choice. It is our opportunity to become the best team, the best site, something that we all can be proud of.

WE CAN DO IT, SO LET'S GET TO IT.

Finally I would like to thank Darren Pereira for his commitment to us as a group of people, for his coaching and his understanding.



Eddie Scaffo – O'Neil
OHS &E Manager
Visyboard Dandenong