

More with Less

PARKINSON'S LAW IS THE ADAGE THAT "WORK EXPANDS SO AS TO FILL THE TIME AVAILABLE FOR ITS COMPLETION."

This was first articulated in a humorous essay published in *The Economist* in 1955, later reprinted together with other essays in the book *Parkinson's Law: The Pursuit of Progress*. The current form of the law is the mathematical equation describing the rate at which bureaucracies expand over time. Much of the essay is dedicated to a summary of purportedly scientific observations supporting this law, such as the increase in the number of employees at the Colonial Office as the size of the British Empire declined. He explains this growth by two forces: (1) "An official wants to multiply subordinates, not rivals" and (2) "Officials make work for each other." He notes in particular that the total of those employed inside a bureaucracy rose by 5-7% per year "irrespective of any variation in the amount of work (if any) to be done."

Ask yourself the following:

1. Our processes are lean and are constantly improved.
2. We set aside time every day to plan the next day's activities.
3. We set clear priorities and work on the most important things one at a time.
4. We meet deadlines and expectations.
5. We do not fire-fight through our tasks.
6. We have very clear KPI's and KRA's.
7. We do not over promise and under deliver.
8. We set behavioural and performance management metrics for everyone.
9. We reward individual achievements.
10. We celebrate team victories.
11. Our people are focused.
12. We are punctual at all our meetings.
13. We measure productivity levels.
14. We can quickly move from one task to another.
15. Our desks are uncluttered.
16. We measure any wasted resources and continuously reduce the amount of intangible and tangible waste.



Your **More with Less** program is custom designed to help participants understand the value of time and set priorities to complete tasks on time. Each participant will understand how to be more productive in fulfilling their roles and responsibilities within their organisation.

The program provides participants with the practical techniques and tools to manage their workload during a busy work day.

Key learning outcomes

Your **More with Less** program will give participants the skills to:

- Plan each day and be more in control of the daily activities.
- Improve processes and remove inefficiencies.
- Prioritise activities to complete critical tasks and achieve organisational objectives.
- Meet KPI's and KRA's.
- Organise desk/office space more efficiently.
- Manage "emergencies" more seamlessly.
- Use effective delegation techniques at the workplace.
- Manage meetings more effectively.
- Allow time for creativity and problem solving.
- Manage emails more effectively.
- Meet customer and client expectations.

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 12 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be adapted to meet your requirements.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEOs.

If you would like more information on this training program, please contact:
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www.preftrain.com

