

Executive PEP

The PEP® System Releases Maximum Time & Focus to Exec/PA teams



Focus

Major consultancies constantly report that executives, managers and specialists aren't able to spend enough time on the things that give them the biggest payback.

The McKinsey 2009 report 'Unlocking the Potential of Front Line Managers' shows the alarming amount of time lost for senior retail executives on administrative tasks, meetings and

other low payback activities.

The Watson Wyatt report of 2006, across 500 US sales organisations showed that the most successful sales people simply spent an extra 4 hours a week with customers. Superior sales techniques, better quality salespeople – these were not the factors. It was simple time and focus given to the customer.

This is not a revelation.

Engineers Spent 19% of Their Time Engineering

In 1992 the Arthur D Little study showed how engineers across US industry spent just 19% of their time engineering. The 81% was lost on seemingly 'important' but low value administrative activity.

In our own work on this subject, spanning 25 years, we have found that most execs, managers and

specialists are excellent at what they do. We find that most PAs are excellent at their administrative specialism.

But most execs & PAs never take the time to thoroughly examine how, by working better *together*, they can free the exec's time, focus and energy for even better results.

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Kerry Gleeson's book 'The Personal Efficiency Program' has sold over 1,000,000 worldwide

Maximise Effectiveness

“Efficiency is doing things right; effectiveness is doing the right things”

Peter F. Drucker

The aims of the Exec PEP programme are twofold:



1. To give executives more time, focus and choice.
2. To help PAs create the most effective working partnership to accomplish 1. above.

Within the objectives we cover:

- reducing dispersal, enhancing focus
- time and process management
- information overload, especially e-mails
- concentration fluctuation
- meetings commitment
- work-life balance
- application of personal strengths

Session 1: Focus. your personal Return On Investment of energy & time. Your future & the changes. 'Thinking' time. Reducing 'Information Distraction'. (About a half-day).

Session 2: Organisation methods & systems Your Exec/PA partnership for greatest efficiency. Maximising MS Outlook/Lotus Notes. Tracking systems. Eliminating duplication of effort. Buying your time back - in chunks. (3 weeks from Session One. About a half-day duration).

Session 3: Plan mapping, the mini-project concept, task capture, focus & project payback, ultimate time saving, meetings commitment. (4 - 6 weeks from Session Two. About 3 hours duration).

Session 4: Programme consolidation, completion & results tally (4-6 weeks from session three). All timings are approximate, flexible and tailored to the participants' need.



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