

To whom it may concern,

My achievements from undertaking the Effective Personal Productivity course have been numerous and varied. I feel the skills I have gained will be invaluable throughout the rest of my working life.

Recognising productivity and high pay off activities has been instrumental in the continued success of my team as I have been able to let go of feelings of guilt if not processing work to concentrate on long term, big win activities.

Delegation has also assisted in my ability to focus my energy and time on identified high pay off activities. Delegation subsequently empowered my team and whilst this was a side effect of delegation I was then able to build on it by encouraging ideas, sharing information and giving everyone responsibility for their own workload. Not putting a formal reporting mechanism in place and enquiring about work on an ad hoc basis further demonstrated to my team the faith and confidence I have in their ability.

The power of written goals and the feeling of success when a goal is accomplished was the most beneficial part of the course for myself. I have determined goals for all areas of my life that I am progressing towards feeling more and more successful all the time. Positive affirmations are helping me in these endeavours.

Sincerely,



Wendy Matthews

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