Overview of Personal Effectiveness

个人效能介绍

吴平，ACCA会员

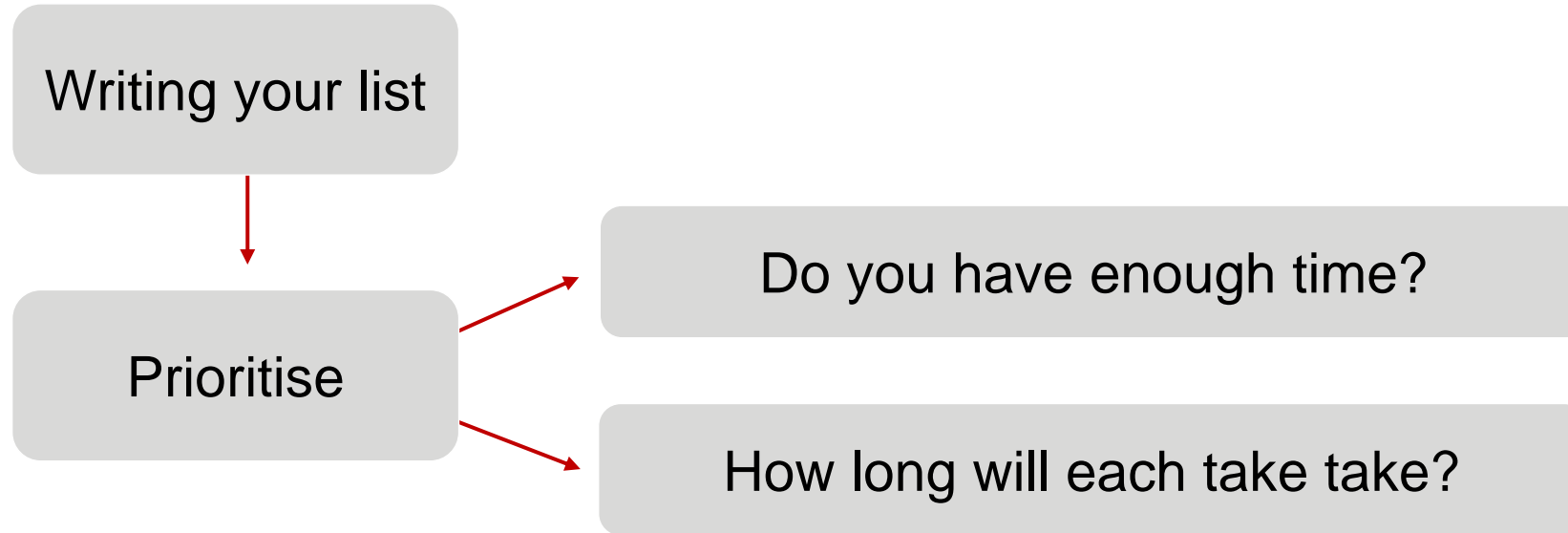# Contents

- Effective time management

- Efficient use of office tools

- Professional competence and life long learning

Effective time management

ACCA Think Ahead

To-Do Lists

Writing your list

Prioritise

Do you have enough time?

How long will each take take?

The Urgent/Important Principle

- Urgent/Not urgent

- Important/Not important

> Crisis/Emergency
> Pressing problems
> Deadline driven task

> System implementation
> Relationship building

> Interruptions
> Meetings
> Reports

> Disruptions
> Junk mails
> Escape activities

Efficient use of office tools

Arrange a meeting

Before getting start, you may consider below elements:

- Date, time and location

- Attendees

- Agenda, meeting purpose

- Supporting papers

- Type of the meeting(for example:virtual, face-to-face)

- Color coding

Organizing meetings effectively

Once the meeting has been booked, you need to take actions at each stage :

Before the meeting	At the beginning of the meeting	During the meeting	After the meeting
• Agenda in advance • Backup facilitator • Practice with technologies	• Be early • Greet each arrival	• Be on time • Keep pace lively • Recap	• Brief meeting notes • Post online webinar • Follow up

Professional competence and life long learning

ACCA Think Ahead

Maintaining professional competence

Continuing professional development

Stay relevant and up to date

Advance the body of knowledge and capacity

Personal development plan

| Step 1:
Identify | Step 2:
Plan | Step 3:
Action | Step 4:
Record | Step 5:
Review |

Please study Unit 2 Personal Effectiveness for more details