



High Returns & Balance Productivity for the Singapore Team

Personal Efficiency Program (PEP)

Have you ever wondered how much time and money your business wastes because of inefficient time and work practices?

Step into the B. Braun Singapore office and you will hear a buzz and see proud posters at many workstations which proudly declare “I’ve been PEPPED - I DO It Now!”

Although the office is not due for its annual spring cleaning till much later in the year, in the past weeks, you would have noticed many executives clearing out their drawers, cupboards and even email inbox. The attendees, from the rank and file to the most senior managers, were being “PEPped” to correct unconscious work habits which impede their efficiency and pick up skills in planning and prioritising to streamline their productivity.

What is PEP?

Through the world-famous Personal Efficiency Program (PEP), the Singapore team is focused on creating greater productivity and immense saving of time and cost. The PEP coaching is an ingenious blend of behaviour change theories and intrinsic common sense principles. It is high impact and transformational (see inset box). Businesses can see results in less than a month –

and many individuals say that they start experiencing the benefits immediately.

A 3-day programme spread over six weeks, with a high facilitator-coaching ratio of 1:6 participants, the PEP consultants work closely with each individual to:

- become more organised – identify and evaluate personal work habits, organise workspaces, fine tune workflow and ensures everyone is fulfilling their day-to-day responsibilities
- align individual goals with or-

ganisational goals – ensure that everyone is working to shared priorities and align their work focus with overall corporate direction

- plan more effectively – by using correct planning and scheduling tools, and thereby prioritising tasks, resulting in more important things getting done
- become more efficient – explore personal beliefs about personal responsibility in the workplace and provide options to increase effectiveness and achieve positive results

Feedback from Participants

Loo Bee Keong (Senior Manager): “The challenges that I face is learning how to plan ahead through weekly reviews and daily reviews. In day 2 of PEP, we did the Memory Map on one of our projects which we then successfully implemented. And that helped us tremendously to implement the project in a short period of time. Overall, I feel if we use the tools that we learned and apply them in our daily work, it’ll help us to be more efficient. We need to really make a conscious effort to apply what we can into our work as well. Together with those who have attended PEP and hopefully those who haven’t attended will have a chance to attend, I am sure that the company will definitely benefit from this.”

Ruth Yuen (Product Manager): “The challenge of my job is wearing a few hats. There are multiple deadlines and they seem to clash all the time. So

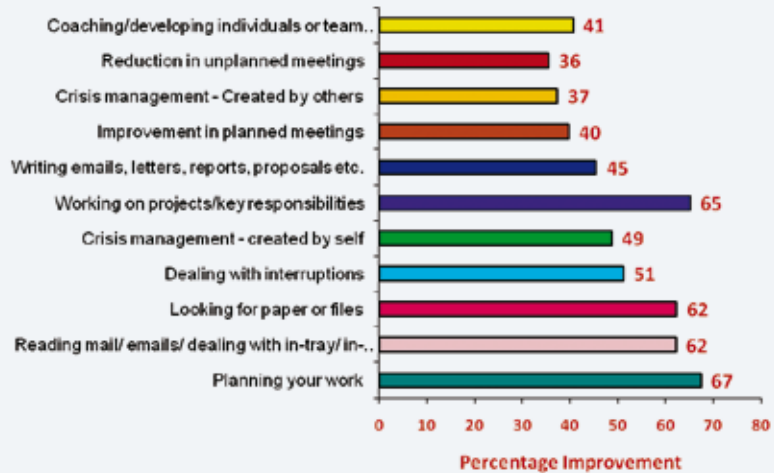
it's about how to manage all these conflicting priorities. Through PEP, I've become more efficient in saving time by reducing multiple handling particularly organising emails in folders and categorising the things that I have to do, so that the tasks are not forgotten. What I find very useful is the Time Management Matrix. It helps me to keep track of the important projects so that I'm progressing towards the objectives without spending too much time handling crisis. Another thing I find effective is Memory Mapping, which helps me to ensure all the tasks in the project are handled in a timely manner. I also find the Project Planning and WRAP useful. I've been using that to plan the week ahead so that I have available time to respond to other emergencies and ad-hoc projects.

Teng Hui Min (Regulatory Affairs Executive): As a result of using these tools, I feel that I'm spending more time towards the value-added tasks and projects that's important, rather than daily tackling issues. Now I'm spending the time doing the important things and not only the urgent work." "Before PEP, my Inbox was full of emails and I always have trouble locating them whenever I need the information. I used to write my 'To Do list' in a notebook and deadlines on a physical calendar and there is no reminder to prompt me if I did not look at them. After PEP, I am much more organised in my work and able to keep track of important deadlines and tasks using the electronic calendar tool. I have also improved my work habits by minimising procrastination and multiple handling. I feel more efficient and effective. "

Saw Seek Fen (Regulatory Affairs Executive): "Before PEP, I was not aware of my weakness especially in the area of efficiency in the workplace. The PEP enables me to understand my own personality better and identify areas for improvement. It also extends various tools to help me work more effectively. Not only have I picked up speed, I am now more organised and know that the quality of my work has improved. The interactive and participative learning style helped me to convert what I have learnt during the workshop into practice easily. "

Tan Seok Koon (Customer Service Officer): "My electronic calendar is now my homepage. This helps me to become more organised and have better control over my work. Before PEP, I used to get up quite often in the middle of the night with a terrible sense of anxiety over major tenders or work stress. After PEP, I can sleep better, rest more and forget about office work over weekends. Doing my Weekly Review Action Plan (WRAP), helps me to know

and plan the amount of work I have in the week ahead. I no longer dread the amount of work I have after my weekends."



After 3 days of PEP, staff of B. Braun Singapore became:

- 67% more effective in planning their work
- 65% more efficient working on projects/ key responsibilities
- 51% more efficient in dealing with interruptions
- 41% more effective coaching/helping individuals to learn
- 40% more efficient in reducing unplanned meetings

To organise PEP workshops in your organisation, write to our certified B. Braun Accredited Facilitator for PEP: Christina Lim, B. Braun Singapore