

Making the most of your Time

This half day (three hours) takes a fresh approach to how we deal with time personally and challenges the belief that we don't always have enough time. The workshop is participative and interactive and covers the personal relationship we have with time and how this impacts on dealing with challenges and ever changing priorities on a daily basis.

The workshop will provide some practical tools and ideas on dealing with your thieves of time from a different perspective, including interruptions and emails, how to time block, differentiating urgent and important. There are lots of hints and tips provided during the session from trainer input and peer learning.

Aim

To enable you to organise and use your time effectively using strategies to help with both "thinking" and "doing" that are fit for purpose.

Objectives

- To recognise the barriers to being productive with time and set goals and actions to overcome them and get things done
- To understand how the personal mindset affects how you use time and have better ways to deal with the inbuilt patterns of behaviour this produces
- To be able to plan for tasks and projects in a productive way
- To learn some new tools and techniques to tackle time thieves including procrastination and feeling of overwhelm
- To formulate an action plan to take back and apply at work

OUTLINE PROGRAMME

Welcome, Introductions and Objectives

What's your personal time line?

Exploring your relationship with time
Short activity and group discussion

Past, present and future

Where do you focus your mind at work?
Short activity

Time Thieves

Exploring the results of a pre workshop questionnaire and learning strategies to deal with the roots of your time thieves.
Group activity and trainer input

Personal strategies and tools

Emails, interruptions and curve balls
Time blocking
What Ifs/personal time challenges
Activities and peer discussion

Review and evaluation

Action Planning

Flexible Content

Not quite the right content or approach? Consider it a starting point to deciding what the ideal programme is for you. This is a generic framework that is flexible enough to meet most time issues people want to address. It can be amended to fit specific aims, needs and content. It can be run as a two hour, bite size session with some modification and use the time challenges participants bring on the day.