



TIME MANAGEMENT & PRODUCTIVITY

Delivery Format



Face to Face Group Workshops

Maximum 12 participants
1 day



Live, Virtual Group Workshops

Maximum 10 participants
1 day

Who Should Attend?

This workshop is designed for anyone who wants to take back control of their working day and enjoy more balance between work and life. It's also recommended for anyone who:

- ✓ Is a colleague, manager or senior leader
- ✓ Considers themselves 'time poor'
- ✓ Struggles to balance their own work commitments due to saying 'yes' too often
- ✓ Feels overwhelmed or out of control due to work pressure
- ✓ Works in a fast-paced environment, industry or sector
- ✓ Manages projects or project stakeholders
- ✓ Aspires to manage or lead a team in the near future
- ✓ Wants to create a more dynamic working environment for their team
- ✓ Wants to develop themselves as a more competent and effective manager or leader

Workshop Overview

This 1-day workshop is crammed full of tips and techniques to improve our productivity in increasingly busy lives. Participants will identify the 'drains' in their working day and learn practical solutions for dealing with these. We look at simple steps to focus on what is urgent and important in our workload and discover effective ways to win back crucial time. We also unlock the power of saying 'no' and how to delegate effectively.

Take a day out of your busy life to step off that treadmill and find ways of winning back extra time each day in future.

Key Objectives

Participants will leave the workshop with strategies and practical actions to:

- ✓ Analyse how they really spend their time and pinpoint opportunities for improvement
- ✓ Capitalise on the fact that some hours each day are more productive than others
- ✓ Utilise their circadian and ultradian rhythms to leverage the most productive times in their working day
- ✓ Design their most productive week
- ✓ Establish their working style then leverage the benefits and mitigate the downsides of this
- ✓ Identify which tasks are critical in achieving their long-term goals
- ✓ Prevent technology getting in the way of their productivity
- ✓ Allocate their time most efficiently using proven scheduling and planning tools
- ✓ Control time stealers
- ✓ Build breaks into working patterns to improve their productivity
- ✓ Manage the demands on their time from others assertively
- ✓ Implement a simple approach to prioritisation
- ✓ Identify which tasks should be delegated and how to do this
- ✓ Beat procrastination using several techniques
- ✓ Test their ability to multi-task and make friends with mono-tasking

This 1-day workshop is crammed with tips, tactics and techniques to maximise participants' productivity, reduce stress and create a sustainable work-life balance. Be prepared to leave with all the answers to winning back those valuable hours.