

## Time Masters

**3 valuable days**

### Course Aim

Ever feel that you are not achieving all that you want? Are you a servant to time? Imagine what you could achieve if you were a master of time? If you want to focus on achieving your priorities and feel more in control and fulfilled? Then this workshop is for you.

### **They say that time changes things, but you actually have to change them yourself!**

This exciting programme will enable you to develop the skills, techniques and disciplines to translate goals into reality!

We each have our own situations and preferences. As a result what helps one person may be a hindrance to another. While a little planning helps some people feel much better, it can represent a constraint for others.

This workshop recognises those differences, so instead of trying to move you from A to B via a magic formula the aim is to provide you with a range of tools to shift you from A to a range of workable options. You will leave the workshop thoroughly energised and armed with all the solutions you need to make you feel good about how you spend your time

Our basic philosophy for time management is that:

There is no one 'right' answer - people have to find what works for them, rather than be pushed into an unnatural way of working.

Everybody benefits from this event. By being more aware of your options you will be armed with the ability to prioritise and put first things first by concentrating on results, not on being busy. You will know how to work efficiently (doing things right) and effectively (doing the right things)

People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. If you use these skills well, then you will be able to function effectively, even under intense pressure

### Course Objectives

Following the workshop you will be able to:

- ✿ Analyse your personal relationship with time
- ✿ Focus within your circle of control
- ✿ Translate goals into reality
- ✿ Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively

- ✦ Choose and use a variety of techniques for managing, yourself and others including interruptions and procrastinating.
- ✦ Keep doing only what works and make a difference where it counts
- ✦ Develop techniques to facilitate lasting change and personal improvements

## Course Content

### Day One

- ✦ Your relationship with time, will you ever have enough?
- ✦ Not all hours are equal! - finding your time preference
- ✦ Borrowing from another time preference
- ✦ Dealing with round tuits , blew its and do its
- ✦ Procrastination = the art of keeping up with yesterday
- ✦ The seven beliefs of a procrastinator and a quick fix to change them
- ✦ How am I using my time?
- ✦ Identifying prime time, does the early bird catch the worm?
- ✦ Work to live or live to work
- ✦ What's within your control
- ✦ Time flies when you are the pilot
- ✦ Parkinson's Law – Work expands
- ✦ Who is your puppet master?
- ✦ Are you a rushaholic? Identifying type A and type B behaviours

### Day Two

- ✦ Where are you going? What are your goals?
- ✦ Measures of success - Remember - not everything that that counts can be counted and not everything that can be counted counts! – What counts in your world?
- ✦ Do your personal resources allow you to achieve your goals? Assessing ability and enthusiasm to maximise goal achievement.
- ✦ Identifying tasks to achieve your goal – The secret of working backwards
- ✦ Identify faulty thinking and subconscious sabotage
- ✦ Fleeting meetings
- ✦ Set your Objective Team Activity

### Day Three

- ✦ Planning for non planners
- ✦ Deadline 30 minutes – Team Activity
- ✦ Critical cure for the over committed
- ✦ The search for lost time
- ✦ My diary is bigger than your diary - busy to impress others
- ✦ Your view on stress is stress helps you seem important or perhaps it helps you avoid responsibilities, maybe it helps you avoid success.
- ✦ Interruptions and persistent offenders
- ✦ Saying no and being loved for it