



**Work smarter, not harder**

Making learning meaningful, memorable and fun

# High Impact Session: Work Smarter, not Harder

Welcome to this intensive workshop on time management. You will learn how to focus on what you need to achieve, realise where you need to take action, and be equipped with techniques to improve the way you behave at work.

## Objectives:

By the end of this workshop you will:

- \* Understand what stops us having 'more time'
- \* Give you some tools for prioritising
- \* Help you arrest the Time Bandits
- \* Give you some **ORDER**
- \* Help you handle stress

Your Learning Objectives	
What do you specifically want to do differently or know more about from this programme?	
1	
2	
3	

Your Action Plan			
As you go through this workshop, list here the specific points from the programme that you intend to put into action or follow up.			
No.	Description	Target Date	Comments
1			
2			
3			
4			
5			
6			

## **Your Course Notes**

Use this page to make notes for yourself as we go through the workshop.

## What's stopping you?

Please identify three things in each category that are stopping you from doing what you wish.

Things I cannot do	
1	
2	
3	
Things from outside	
1	
2	
3	
Things from inside me	
1	
2	
3	

*Based on concepts from 'Time Management from the inside out' by Julie Morgenstern.*

## How you work: strengths and weaknesses

“It isn’t the experience of today that drives men mad. It is remorse for something that happened yesterday and the dread of what tomorrow may disclose”

- Robert J Burdette *‘The Golden Day’*

Answer the questions below to help you think about how you work, what you find easy and what you find difficult. You might want to think of things in your personal and social life as well as your job. I.e. a response to question 3 might include “Easy for me when I’m spending time with my family” and “Difficult for me when I’m working on repetitive, routine tasks, e.g. monthly paperwork”.

		Easy for me when...	Difficult for me when...
1.	Getting started on my work		
2.	Finishing my work on time		
3.	Feeling satisfied		
4.	Having clear objectives		
5.	Making time to do something, e.g. an activity or task		
6.	Saying “no” to doing something		
7.	Taking a break from what I’m doing		
8.	Being on time		
9.	Delegating		
10.	Knowing how long something will take to do		

## How do you prefer to work?

For each pair of statements, highlight the one which is more like you, to help you think about how you prefer to work.

I prefer to...	
Work independently	Work in a team
Concentrate on one thing	Work on lots of things, multi-tasking
Concentrate for long periods of time	Concentrate for short periods of time
Do work with routines	Do work that isn't predictable
Work in quiet surroundings	Work with noise or music in the background
Have time to reflect before making decisions	Make decisions quickly
Work to tight deadlines	Work to long or flexible deadlines
Work on the same kinds of tasks	Have lots of variety
Work with relatively few interruptions	Work with interruptions
Work with my head	Work with my hands

Use this space to note down any other thoughts you have about the types of work and working environment where you perform best:

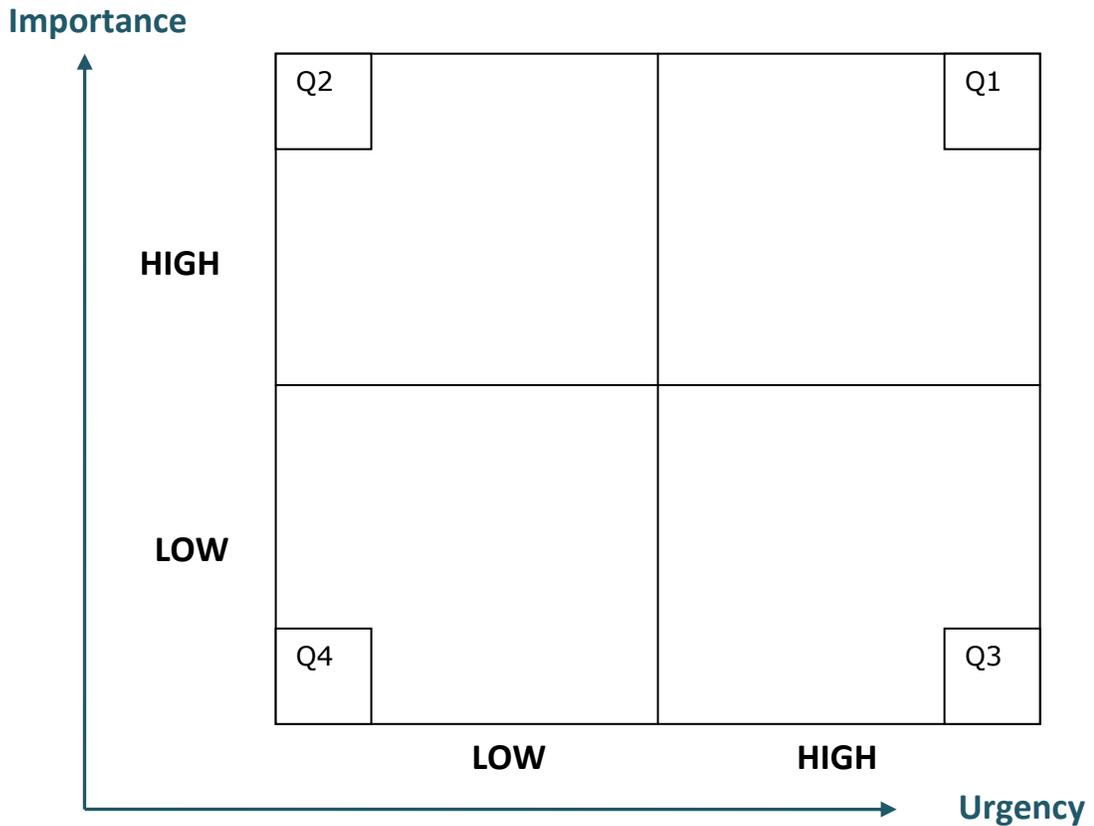
## Your vision

What is your vision for your life? Use the headings below to help you to identify goals for your life and any actions you need to take to achieve these.

For each action, decide whether how **important (I)** or **urgent (U)** it is and mark it as “high”, “medium” or “low”, as appropriate. If an action is both highly important and highly urgent, tick “**P**” - it is a high **priority** for you.

	My vision and goals	Actions	I	U	P
<b>Personal</b> (e.g. health, hobbies, skills, home)					
<b>Relational</b> (e.g. family, spouse/partner)					
<b>Professional</b> (e.g. job, career, qualifications)					
<b>Financial</b> (e.g. savings, debts, pension, investments)					
<b>Social</b> (involvement in your local community or faith community)					

# Time Management - Prioritising



1. What is your definition of Urgency as it relates to your work:

a. What would be meant by HIGH Urgency?

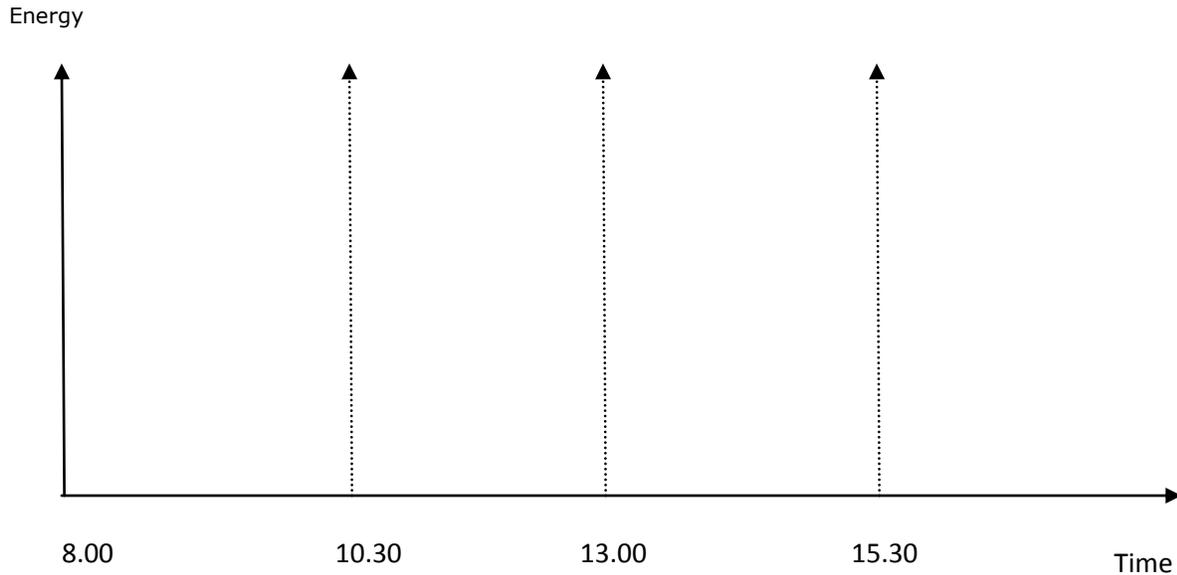
b. What would be meant by LOW Urgency?

2. Fill in the diagram above by identifying one task that you do in each of the four quadrants and writing it down in the appropriate place.

3. Identify at least one task you did last week as a Q1 that could have been a Q2 if you had planned better.

## Dealing with your energy levels

Think about how you work; when are you at your best, and how your energy levels fluctuate during the day. Plot what you think your energy curve is for a typical day.



Now answer the following:	
1	First thing in the morning is the best time for me to: <span style="float: right;">And the worst time for me to:</span>
2	Later in the morning is the best time for me to: <span style="float: right;">And the worst time for me to:</span>
3	Afternoons are the best time for me to: <span style="float: right;">And the worst time for me to:</span>
4	Evenings are the best time for me to: <span style="float: right;">And the worst time for me to:</span>

## About this Workbook

This workbook is part of 'Work Smarter, Not Harder', one of ST\*R Learning's most popular High Impact Sessions™.

'Work Smarter, Not Harder' is an interactive training workshop that packs time management tips and strategy planning into 3 hours, perfect for busy teams who want concise, results-focused training.

The workshop incorporates action planning, exercises and a game making the workshop relevant to individuals, a catalyst for action in the workplace and an enjoyable, memorable experience.

In the full version of Work Harder, Not Smarter, this Workbook is followed by a Further Reading Pack. This acts as a concise yet comprehensive reference pack for participants in the workshop, giving them summaries of the key points made during the training, an overview of essential concepts and an array of useful tips to help them put their learning into practice.

The full High Impact Session for 'Work Smarter, Not Smarter' is one of nearly 100 workshops available from ST\*R Learning.

If you are interested in purchasing the workshop under license, please contact us for a free no-obligation discussion and consultation session.

ST\*R Learning  
+44 (0)1883 717131  
info@strlearning.co.uk  
www.strlearning.co.uk