



Work Smarter, not Harder

*Time Management Tips
so you can
achieve more
and be less stressed*

Session Objectives

- * 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

Our Time Wardrobe

Or Like This?



Like This?

What are we like?

Cluttered Wardrobe



- * Limited space
- * Crammed
- * Things pushed in
- * Can't see what's there
- * Things going out of date
- * Inefficient

Cluttered Diary

- * Limited time
- * More tasks than time
- * Tasks squeezed
- * Can't see what's important
- * Deadlines/opportunities missed
- * Inefficient use of you



Strategy

1. Take stock

What *am* I
doing now?

2. Take a view

What *should*
I be doing?

3. Take action

What I am going
to *do* about it?



Stage 1: Take stock

What's stopping you organising your time?

- 1. Things you can't do** - not trained, wrong time
- 2. Things from outside** - your environment
- 3. Things from inside** - your feelings and fears



What's stopping you - from outside

- * Haven't been trained
- * Underestimated the job
- * It's just the wrong time
- * Poor planning - you forgot!
- * Too much to do
- * Colleagues missing/sick
- * Your relationship with them
- * Interruptions
- * Other people's demands - e-mails, etc.

What's stopping you - from inside

- * Lack of self-discipline (likes and dislikes)
- * Insufficient/ambiguous knowledge
- * Agree to everything - can't say NO
- * Not sure what to tackle first- don't prioritise
- * Don't explain what I need
- * Too detail-conscious; never satisfied
- * Low attention span - don't concentrate
- * Don't delegate
- * Never finish anything
- * Inability to make decisions and stick with them

Have a look at yourself

What are your strengths and weaknesses?

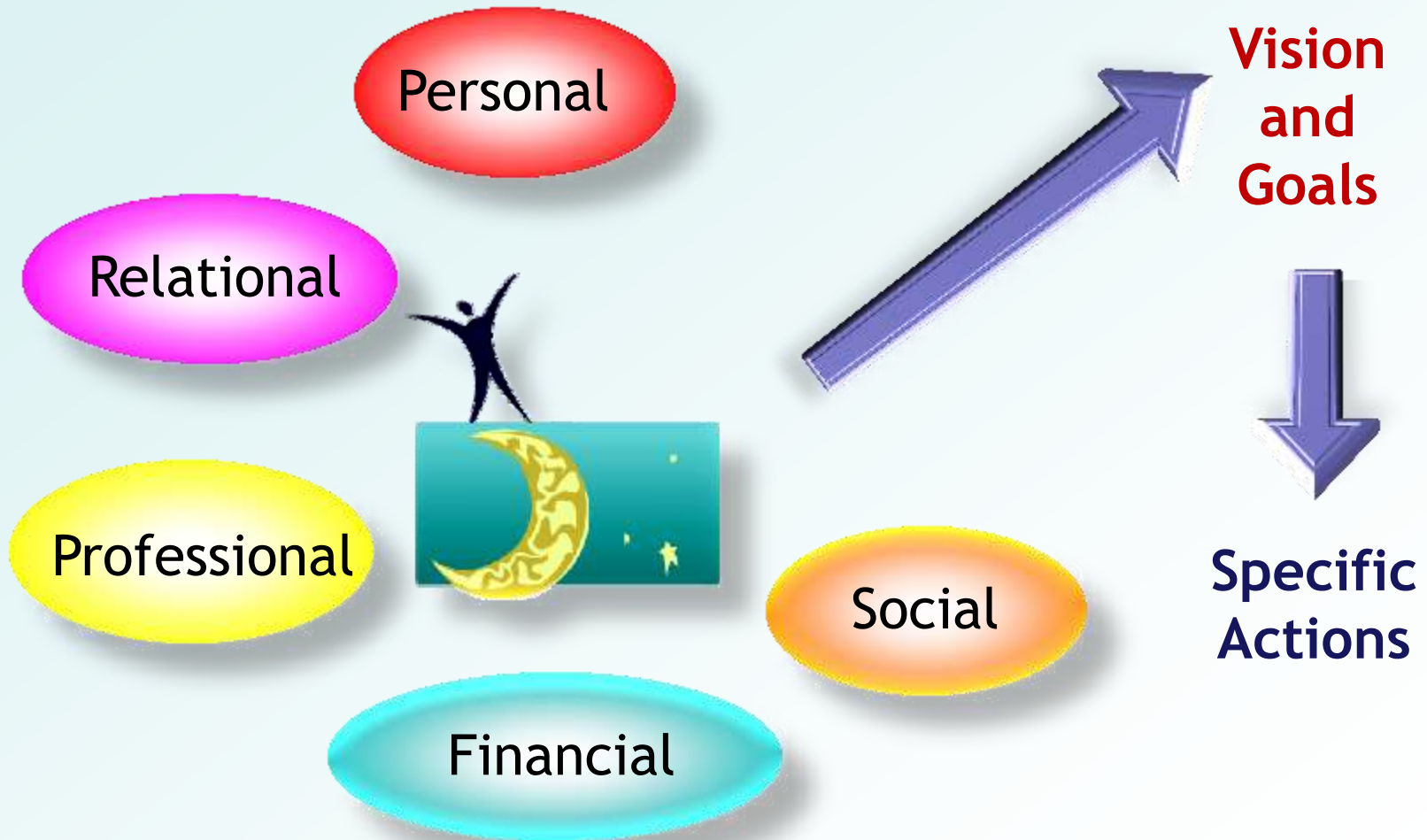


How do you prefer to work?

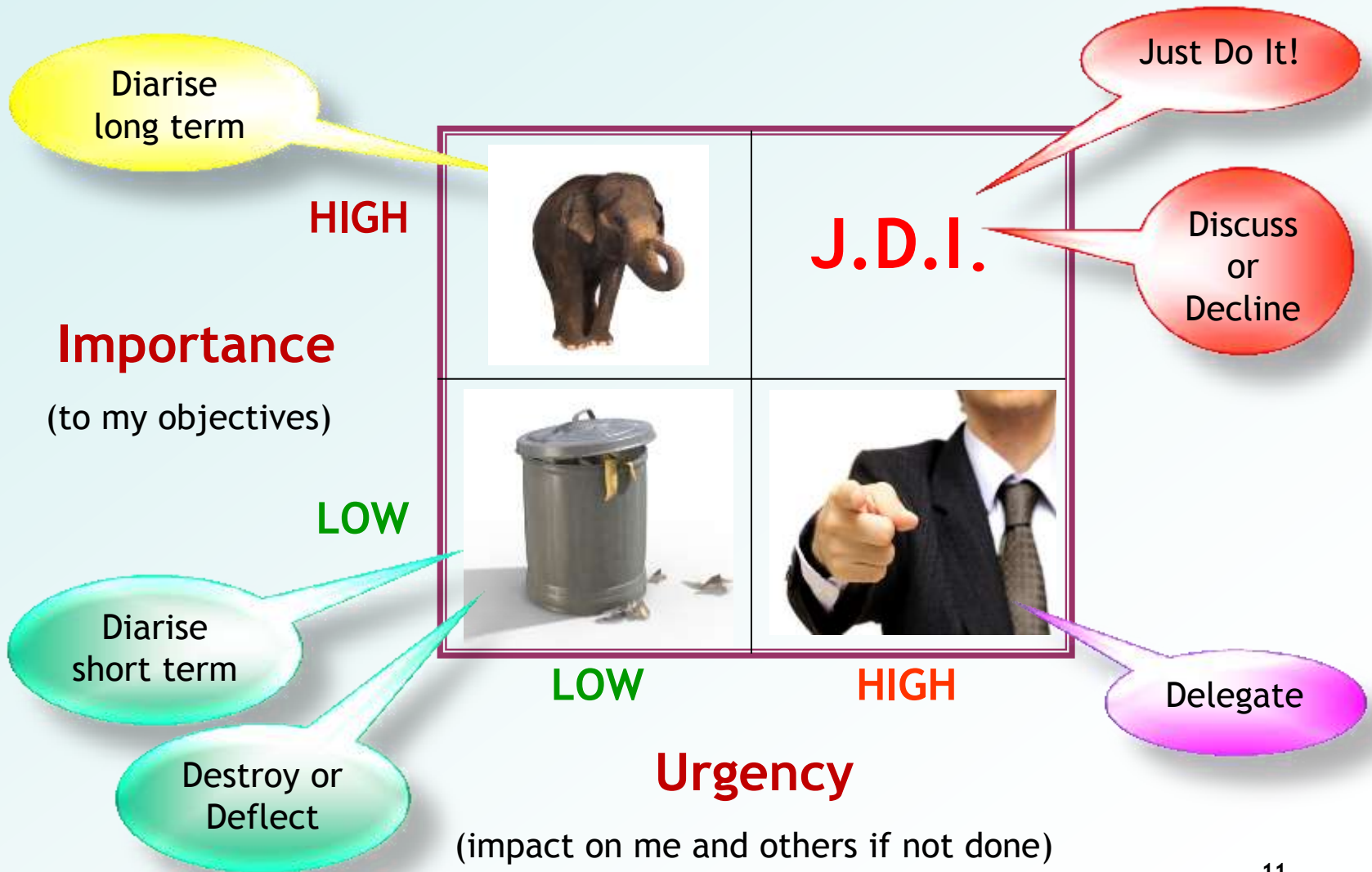


When are you at your best?

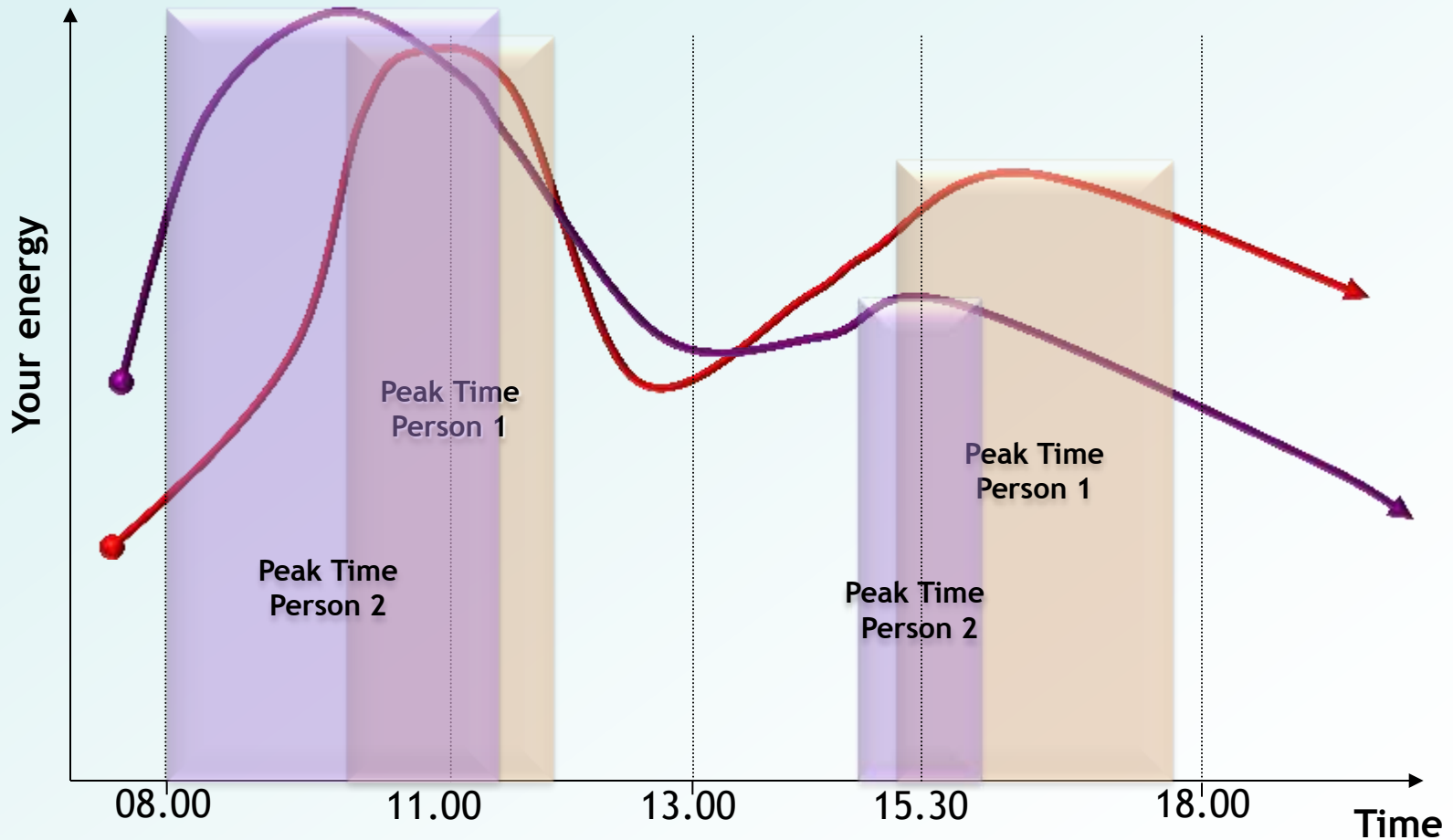
Stage 2: Take a view



Prioritising Time



Daily energy levels





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The full version of this High Impact Session is available from ST*R Learning.

If you are interested in purchasing a licence for this, contact us for a free no-obligation discussion and consultation session.

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