

Getting things done

90-minute webinar

Participants will be asked to consider how they spend their days and weeks, learning how to focus their use of time on their goals, targets and priorities and looking for ways of minimising or even eliminating their 'time bandits' – activities that bring no value to the business. The dangers of 'busyness' – of activity that doesn't generate productivity. What's the best way of managing your 'to do' list to 'get things done' – especially when you have competing demands placed upon you? Participants will learn how to avoid just doing the urgent things – while important things get compromised or even sacrificed.

Learning objectives

- Be able to work smarter, not harder – so the most important things get done first
- Know why effective prioritisation is essential in a pressured business environment
- Understand the value of taking a proactive approach by planning better
- Have an effective process for getting things done more consistently
- Know how to manage unexpected demands, implement them and still manage the day job

Webinar overview

9.00 Welcome, agenda, overview

What are the most important things you have to do at work? What's critical to success? How will your boss evaluate what you've achieved in your next appraisal? What gives you, personally, the most satisfaction?

9.10 Eliminating wasted time and managing yourself

One of the easiest ways of improving your personal effectiveness and priority management is to eliminate the time bandits that are stealing your time. If you could save an hour a day you would have an extra 240 hours a year. What would you be able to achieve in that time? Individual reflection activity with sharing in group 'chat' of ways they lose time and how they could save 30-60 minutes per day.

9.25 Keeping on track

First Things First Model (FTFM) / Eisenhower Model. The model brought to life. Participants discuss the model using their microphones. Being more proactive and planning your time better. How to prioritise things that are urgent/important. Participants reflect and share on:

- what reduces QI firefighting and
- ensures you do more important things?

10.00 Blocking time

You need to know which time of day is your prime time. Dividing tasks into blocks. Most people are at their brightest between 8.30am and 11.30am. People are different though. The circadian rhythm and how it affects time and priority management. Using and understanding natural patterns to consistently get things done.

10.15 Action plans and next steps

Participants reflect on their next steps and how they will implement their learning in the workplace. What will they do when things don't go to plan (planning fallacy) and they are hit by unexpected demands? Each person makes a commitment for what they will do differently in a group whiteboard which can be circulated to participants following the session as a reminder of their actions.

10.30 Close