

TIME AND PRIORITY MANAGEMENT

How to use the compass, not the clock

OVERVIEW

We're all faced with more competing demands on our time than ever before. But do we even know where our time goes?

Knowing how we spend it is the first step towards being able to control how we spend it.

What non-essential activities can you drop? If there are things you can't drop, how can you manage them better? How can you be more intentional about how you run your day?

This is an opportunity to explore different approaches to time and priority

management. How can you manage interruptions better? How can you structure your day around your peak energy moments? How can you make your life easier by using the compass, not the clock?

WHAT'S IN IT FOR YOU?

- Explain the essential principles of time management
- Explore how they can use their time so that it better aligns with their goals
- Identify ways of using different planning tools to stay on track
- Articulate the importance of being proactive and avoiding firefighting
- Understand how to apply different strategies in a series of typical workplace situations

WORKSHOP OUTLINE

(Full-day version, 9.30 – 5.00)

1 Time audit

- How do you *actually* spend your time?
- Important v 'urgent'
- The problem with 'busy'
- The 'runaround' dilemma
- Going beyond 'busyness'
- Pareto's law

2 Eliminating wasted time

- Identifying your 'time-stealers'
- 'To-do' lists or 'to don't' lists?

3 Managing yourself

- Self-management challenges
- Overcoming procrastination
- Impact of stress and pressure

4 Prioritisation and planning

- How do you make sure you focus on your priorities – and don't lose sight of them, especially when you're busy?
- The First Things First Model (FTFM)
- Compass or clock?
- Challenge your plan – the 'planning fallacy'

5 Getting things done

- The 4Ds
 - Do it
 - Dump it
 - Delegate it
 - Defer it
- Making things happen
- 'Overwhelm' and multi-tasking
- Managing competing priorities
- Attention, focus and willpower – working with your circadian rhythm, not against it

6 Strategies

- Blocking time
- Managing emails
- Managing interruptions
- Managing meetings

7 Actions and next steps

- Review
- Personal action planning
- Next steps