

## Making the most of your time

*A unique 'flexinar' programme*

The time challenges we all face in the world of work have changed during the pandemic. Or have they? Has working from home given time back or does it present a new set of time challenges?

This virtual classroom offers a fresh approach to how we each deal with time, as well as exploring habits we need to change to be more effective with our time in the more fluid and flexible work environment we find ourselves in post-Covid-19.

The webinar relies on participants using the activities presented and group chat to apply ideas and learning to their personal experiences.

### Learning objectives

- Recognise the barriers to effective use of your time and overcome them so you can get things done
- Understand that your mindset affects your time habits and learn techniques and approaches to deal with them
- Learn useful time hacks and apps
- Tackle common time thieves with some helpful tools
- Formulate an action plan to take back to work

### Format

A uniquely flexible virtual classroom session.

Design your own programme: focus on 'how to' topics, on tools and models, or best practice techniques and new ideas. Or pick 'n' mix as you prefer. Choose one numbered topic for a 45-minute session, two for 60 minutes, three for 90 minutes. If you want more topics, give us a call and we'll discuss the best way of structuring the session for you.

The 'Introduction' and 'Action planning' sessions come as standard to help participants identify what they need to do differently to improve their personal time effectiveness.

'Flexinar' menu – **choose any three of the ten numbered items** to create your ideal programme.

(The 'Introduction' and 'Action planning' sessions come as standard, whatever the session length.)

### Introduction

- Thinking about our personal challenges
- Learning objectives

### 'How to' topics

- 1 Understand if you are an 'in time' or 'through time' thinker and the impact it has
- 2 Saying 'no'
- 3 Address stress and time (includes the stress bucket model)
- 4 How to set a personal, well-formed outcome for getting something done

### Tools and models

- 5 Three Dimensions of Time (overwhelm, dread and organisation)
- 6 Time audit (includes a call to action exercise)
- 7 Urgency/Importance Time Matrix

### Best practice techniques, tips and new ideas

- 8 Ultimate time hackathon – all the best practice tips and techniques including time blocking, time multipliers, 5 successful habits, 'do one thing well' and a quick Apps guide.
- 9 Dealing with interruptions
- 10 Better email tips

### Action planning

- Review
- Personal action planning