# Making the most of your time

*A half-day virtual workshop*

This virtual workshop takes a fresh approach to how we use our time and challenges the belief that we don't always have enough of it. It aims to enable you to organise and use your time more effectively by applying different ideas, tools and thinking to your situation. You'll get practical ideas to deal with thieves of time. The session draws to a close with a time hack activity that encourages everyone to work together to find innovative solutions to time challenges. It concludes with some tips from the trainer and personal action planning.

## Learning objectives

By the end of the workshop, you will be able to:

- Recognise the barriers to effective use of time and have actions to deal with them
- Explain how your mindset affects how you use time and have better ways to deal with less helpful habits
- Learn some new tools and techniques to tackle time thieves
- Time hack to find new ways to problem-solve your time challenges
- Have an action plan to take away and use at work

## Audience

This session is appropriate to managers and staff across the public sector.

## Format

A practical half-day (three hours) virtual workshop for a group of up to 12 people.

## The expert trainer

Amanda Dudman is an extremely popular trainer, facilitator, coach and consultant with an in-depth understanding of what it means to work in the public and VCSE sectors.

## Session overview

**1    Welcome, aims and introductions**

**2    Time challenges**
- Are you 'in time' or 'through time'? Your unconscious relationship with time.
- Finding out how adopting good habits can work for you
- Time audit
- Call to action – committing to taking some time back

**3    Tools and approaches, including**
- Time thieves – exploring the roots of your time thieves and finding ways to be resilient, including when you feel overwhelmed
- Call to action – committing to dealing with a time thief
- Time hacks – peer group problem-solving task
- Top tips and guidance

**4    Action planning**
- Review
- Personal action planning