



## Time Management – Overcoming Procrastination ½ day Workshop

### Introduction:

Do you find that you have a long “To Do List” that never gets any shorter and items that move from one day to the next without ever being completed, sometimes things feel like they are “too big” to tackle or you are always waiting for the right moment to start tasks?

In this brief session we will look at the reasons why we procrastinate and how our circumstances and sometimes even our job role can cause us to feel as if “our” work never gets done whilst our time is spent helping others achieve their goals. Most importantly you will complete the session understanding what is happening and with a plan for moving forward positively

### Overview

This course will show you how to use your time most effectively. You will return to work with a personalised Action Plan for how you can make lasting improvements to how you manage your time.

Being able to effectively manage our time and priorities can increase productivity and job satisfaction as well as reducing stress.

Our expert trainers can show you how to make sure that you are focusing your time and energy on your most important tasks. They will also show you how to spot and avoid ‘time vampires’ that consume your time.

### Prerequisites

There are no prerequisites for this course as it is aimed at individuals who would like to manage their time more effectively primarily at work, but the techniques learnt will also be beneficial in all aspects of delegates’ lives.

We begin the session by examining everyone’s issues with their workload and identifying ways to overcome these

### Objectives:

**By the end of this workshop, you will understand:**

- Why do we procrastinate?
- Analysing your work - What is your role and how does what you “should” do differ from what you actually do in a typical day?
- Prioritising honestly and effectively
- Chunking up your tasks to make them manageable
- Taking time to make more time
- Managing distractions
- Dealing with “comfort tasks”
- Saying no

### How You Currently Spend Your Time

- Understanding what’s important to you
- how your personal values impact your time
- Time Stealers
- Procrastination

### Explore Planning Tools

- Prioritising - Urgent vs important using the Eisenhower Matrix
- Planning tools and tips including the four D’s of time management
- Dealing with time vampires
- Techniques & Approaches to Help A,B,C,
- Biorhythm’s- learn how to harness your energy

### The Importance of Personal Goals

- One month goal plan
- My one year goal plan
- More ways I can make extra time