

# Home office time management

## Module 1: Self-motivation and concentration in remote work - how to make us want the way we don't want

- **How to use your resources (emotions, concentration, physical energy)** to be more effective in your home office,
- **Your REFA curve** - how to use your own daily rhythm to organize your working time at home,
- **Kaizen philosophy / salami technique** - how to deal with large tasks or those "unwanted",
- **Questions that drive you to act** - time management through self-coaching,
- **Words that have power** - the influence of neurolinguistics on your time management,
- **Self-motivation and concentration** in the home office work system,
- How to mobilize yourself to achieve your goals,
- **How to take care of work-life balance in the home office.**

## Module 2: Effective planning and prioritization in home office time management - how to do to make it in time?

- **How to use the Eisenhower Matrix** so as not to "put out the fires themselves" during work,
- **ABCD / matrix APM / 4D / MoSCoW** - how to choose the most important tasks,
- **How to manage time to have more profit from actions** - Pareto principle,
- **The 60/40 rule** - how to plan to end the day successfully
- **The ALPEN method and Parkinson's Law** - how to plan to get through everything,
- **"Eat this frog" by Brian Tracy / Pomodoro** - ways to deal with the challenges of managing remote working time
- **Power Hour** - a way to be highly productive during work,
- **I Beam method and timeboxing** - how to bear the burden of each day Tools and techniques for dealing with procrastination,
- **How to manage tasks** - the optimal list system.

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## Module 3: Time wasters and distractions in the home office - how to save time

- How to optimally design your home office space,
- **How to deal with distractions at home to save up to 30% of your time** - saw effect,
- **2-minute method** - how to efficiently deal with the chaos of small tasks during work,
- **Your basket** - what to do with the things that occupy our minds,
- **Technique of grouping tasks and timeboxing** - a way to improve productivity and time management in the home office,
- **Is multitasking effective?**

## Module 4: Habits implementation - how to operate on autopilot, increasing personal efficiency

- **Strategy of mini-habits** - how to use the mechanisms of our brain to implement changes in your life,
- **How to develop habits supporting time management in the home office** - we create an action plan. **Implementation of intentions** according to Peter Gollwitzer - what to do to make an action a habit.



Have any questions?  
Feel free to contact us.  
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