

Time and self management in time – in a nutshell

#1 Goals – the foundation of efficiency

- **What is efficiency** and what is its foundation?
- We **disprove the myths** about time management,
- **Why don't you have time?** – mistakes in time management,
- How and why to set goals using the **SMART-UP** method?
- How is it that we achieve certain goals, and we don't achieve others?
- **Salami Technique** - how to manage long-term goals?
- **Setting success criteria** - how to control the implementation of activities and settle up for effectiveness?
- **Your goals** - work on your goals.

#2 Prioritizing goals and tasks - the foundation of productivity

- **The Pareto principle** - how to use it to have key tasks completed at the end of the day and a sense of satisfaction with well-used time,
- **ABC analysis** - what to do first,
- **The Eisenhower matrix** - what actions to take depending on the priority,
- How to quickly assess the "incoming" task and give the appropriate priority?
- **Your "NotToDo" list** - what should you give up?

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#3 Principles of planning and effective operation

- **Photo of the day** - analysis of your style of action and activity during the day,
- **How to go from vision to step one?**– you will learn the planning from the end technique and learn how to apply the philosophy of small steps (**Kaizen**) at work and in life,
- How to apply the planning principles to **achieve the intended results:**
 - **60/40,**
 - **Parkinson Law,**
 - **ALPEN Method,**
- How to plan your day by using **1 Beam scheme?**
- How to plan taking into account the **disruption curve of the day?**
- **The first hour rule** - how to apply it?
- **How to adjust your workday to your own performance rhythm** - you will learn to manage tasks according to your energy level.

#4 Applications and programs to support time management



Have any questions?
Feel free to contact us.

Adrianna Ostrowska
Open Training Coordinator

789 220 112
adrianna.ostrowska@4grow.pl