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 longterm 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,

4 RON lead the way

- 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?





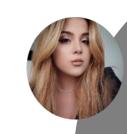
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#3 Principles of planning and effective operation

- 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 th 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:
 - o 60/40,
 - Parkinson Law,
 - ALPEN Method,
- How to plan your day by using I 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

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