

Time and self management in time

#1 Self-motivation and time management - how to make us want it the way we don't

- **Self-diagnosis of your time management** - where is the time when it's gone
- How to use your resources (**attitude, concentration, physical energy**) to increase your effectiveness,
- **What motivates me to act** - Your WHEEL OF LIFE in the context of time management,
- **How to maintain high concentration** - up time,
- Ways to stay highly motivated,
- **Your REFA curve** - how to use your own daily rhythm to organize your working time,
- **Kaizen Philosophy** - 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 management.

#2 Time management through planning and prioritization - how to do to make it on time

- How to use the **Eisenhower Matrix** in order not to "put out fires" at 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 make it all,
- **How to use the time others waste** - the disruption curve of the day in time management,
- **"Eat That Frog" by Brian Tracy** - a way to deal with the challenges of managing work time,
- **Power Hour** – a way to be highly productive at work,
- **The I Beam method** - how to handle the burden of every day.

We conduct the training in the formula:

- ✓ stationary
- ✓ on-line
- ✓ hybrid - MIX

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#3 Time management by goals - how to set goals to help yourself achieve them

- **SMART-UP** – how to set goals to achieve success and how to settle accounts to build your internal authority and self-esteem,
- **How to achieve your goals** - Brian Tracy's method for time management,
- **Time management by success criteria** - how you will know that you have achieved them,
- **Start with a vision of the end** - Kurt Vonnegut's time management strategy,
- **The salami technique in the organization of working time** - a small big deal.

#4 Time management is also dealing with time wasters and distractions

- **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,
- **Effective business meetings according to Lencioni** - how to avoid „frothing" and end meetings with particulars,
- **Task grouping technique** - a way to improve productivity and time management.

How we take care of your needs:



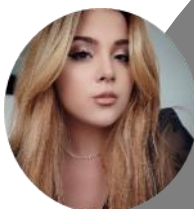
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#5 Time management and procrastination - how not to make your own life difficult

- **Understand my own time organization** - why I put it off until later,
- **Strategies for changing** the approach to tasks,
- How to **exercise willpower** in the fight against procrastination
- **The Pomodoro technique** - a way to postpone and manage yourself rationally in time,
- **Increasing concentration as a way to better managing your time**,
- **What to avoid to save up to 30% of your time** - saw effect,
- **The principle of the container and multitasking in time management** - how to focus and be more efficient,
- **Disruption curve of the day** - a strategy for greater working time efficiency.

#6 Time management in the context of your habits, how to operate automatically, increasing personal efficiency

- **The strength of a habit by Charls Duhigg** - how to use our brain mechanisms to implement changes in your life,
- Habits of effective action according to **Stephen Covey in time management**
- How to develop habits that support self-management in time - **we create an action plan**,
- **Implementation of intentions according to Peter Gollwitzer** and what to do to make an action a habit.



Have any questions?
Feel free to contact us.

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