

# Managing your time and yourself over time – in a nutshell

## #1 Goals - the foundation of effectiveness

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

## #2 How to prioritize goals and tasks

- **ABC Analysis/ MoSCoW /APM Matrix/ Pareto Principle** - what to do first.
- **Eisenhower Matrix** – what actions to take depending on the priority
- How to quickly assess the task that comes your way and give it the right priority?
- **Self -coaching** - what questions are worth asking yourself
- NotToDo " list – what is worth giving up?

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## #3 How to plan and act effectively

- How to go from vision to first step? – you will learn **K.Vonnegut's strategy and learn how to apply the philosophy of small steps ( Kaizen )** at work and in life.
- How to apply planning principles **to achieve the intended results:**
  - **60/40,**
  - **Parkinson's law,**
  - **ALPEN method,**
  - **Timeboxing**
  - **Ivy Lee method**
- How to plan your day using **the I Beam scheme ?**
- Monitoring work flow, or how to keep your finger on the pulse - **Kanban**
- **The golden hour rule** – how to apply it?
- How to adjust your workday to your own **productivity rhythm and daily disruption curve**

## #4 Applications and programs supporting time management



Do you have any questions?  
Please contact me

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