

Managing working time at home office

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

- How to use your resources (**emotions, concentration, physical energy**) for **greater efficiency at 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 "unwanted" ones
- Questions that drive action – **time management through self-coaching**
- Words that have power – the influence of **neurolinguistics** on your time management
- **Self-motivation and concentration** in the **home work system office**
- How to motivate yourself to achieve your **goals**
- How to take care of **work-life balance** at **home office**

Module 2: Effective planning and prioritization in home time management office - what to do to get ready

- How to use the **Eisenhower Matrix** so as not to "put out only fires" while working
- **ABCD/APM matrix/4D/ MoSCoW** – how to choose the most important tasks
- How to manage time to get more profit from your activities - the **Pareto**
- **The 60/40 rule** – how to plan to end the day successfully
- **The ALPEN method and Parkinson's Law** - how to plan to get everything done
- **"eat that frog" by Brian Tracy/ Pomodoro** – ways to deal with the challenges of remote work time management
- **Power Hour** – a way to achieve high productivity while working
- **Beam method and timeboxing** – how to bear the weight every day
- Tools and techniques for dealing with **procrastination**
- How to manage tasks – optimal **list system**

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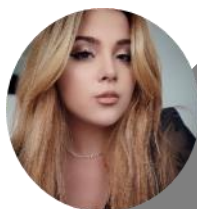
Module 3: Time wasters and distractions at home office - how to save time

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

Module 4: Implementing habits - how to act automatically, increasing personal effectiveness

- **Mini-habit** strategy - how to use the mechanisms of our brain to implement changes in our lives
- How to develop **habits that support time management at home office** – we create an action plan
- **Implementation of intentions** according to Peter Gollwitzer , or what to do to make it a habit

Module 5: Applications supporting time management, virtual communication and implementing habits



Do you have any questions?
Please contact me

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