

#1 Self-motivation and time management - how to make us feel like we don't want to

- Self-diagnosis of your time management where is the time when it is not there,
- How to use your resources (attitude, concentration, physical energy) to increase your effectiveness,
- What motivates me to act
 yours CIRCLE OF LIFE in the context of time management,
- How to maintain high concentrationup time ,
- Ways to make a living high motivation,
- Your REFA curve how to use your own daily rhythm in organizing your working time.
- Kaizen philosophy how to deal with large tasks or "unwanted" ones
- Questions that drive action
 time management through self coaching,
- Words that have power the impact of neurolinguistics on your management.
- Personal Agility System, i.e. personal agility (how to implement your long-term plans and visions while maintaining work-life balance)

#2 Time management through goals - how to set goals to help yourself achieve them

- SMART-UP how to set goals to achieve success and how to hold yourself accountable to build your internal authority and sense of value
- How to achieve your goals Brian Tracy's method for achieving goals
- Tools for working with a goal (GROW model, Ziga tool Ziglar)
- Time management through success criteria – how you will know when you have achieved it
- Start with the end in mind Kurt
 Vonnegut's time management strategy
- Salami technique in organizing working time - a small, big deal

We conduct training in the following formula:

- Iandline
- ✓ online✓ hybrid MIX



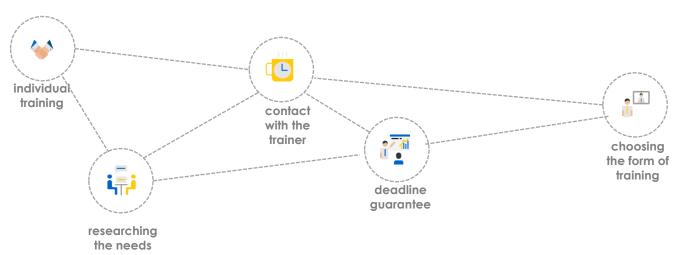




- #3 Time management through planning and prioritization what to do to get done
 - How to use the Eisenchower Matrix so as not to "put out only fires" while working
 - ABCD/APM matrix/4D/ MoSCoW how to choose the most important tasks
 - How to manage time to get more profit from your activities - the 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
 - How to use the time that others waste the daily disruption curve in time management

- "eat that frog" by Brian Tracy a way to deal with the challenges of working time management
- Power Hour a way to achieve high productivity while working
- Beam Method how to bear the weight every day

How we take care of your needs :









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

- 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
- How to deal with the FOMO syndrome (fear of missing out)
- Task grouping technique a way to improve productivity and time management

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

- Understand your own time management
 why I procrastinate
- Strategies for changing your approach to tasks
- How to exercise willpower in the fight against procrastination
- Pomodoro technique a way to postpone and rationally manage your time
- Increasing concentration as a way to better manage time. What to avoid to save up to 30% of your time - the saw effect
- principle and multitasking in time management - how to concentrate and be more efficient
- Day disruption curve a strategy for greater work time efficiency

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- your habits, or how to act automatically, increasing personal effectiveness
 - The power of habit according to Charles **Duhigg** - how to use the mechanisms of our brain to implement changes in your life
 - Habits of effective action according to Stephen Covey in time management
 - How to develop habits that support time management - we create an action plan
 - Implementation of intentions according to Peter Gollwitzer, or what to do to make it a habit

#6 Time management in the context of #7 A review of applications supporting time management and implementing habits



Do you have any questions? Please contact me

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