

Managing time and yourself over time

#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 concentration** - up 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:

- ✓ landline
- ✓ online
- ✓ hybrid - MIX

Managing time and yourself over time

#3 Time management through planning and prioritization - what to do to get done

- 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
- 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 :



Managing time and yourself over time

#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

We conduct training in the following formula:

- ✓ landline
- ✓ online
- ✓ hybrid - MIX

Managing time and yourself over time

#6 Time management in the context of 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

#7 A review of applications supporting time management and implementing habits



Do you have any questions?

Please contact me

Adrianna Ostrowska
Open Training Coordinator
789 220 112
adrianna.ostrowska@4grow.pl