

## Managing time

### Objectives:

#### Apply what you learn during and after this workshop and you will be able to...

1. Recognise where your time goes, and better understand how you spend this.
2. Save, and make better use of your time.
3. Decide what you really need to do, and what is better done by others.
4. Identify who and what steals your time, and consciously defend this precious resource better.
5. Prioritise more effectively - putting the right tasks and activities ahead of those that can wait.

#### During the day we will work on questions like these:

- What questions do you have, or issues to raise? What do you want from this workshop?
- Who does what here that that works for them in terms of best managing time?
- Are you most effective during the morning or afternoon? Do you take enough account of this?
- Do you accept you can do more to optimise and protect your time or do you feel powerless?
- How do you spend your days? What do you spend your time upon? Are these the right things?
- Who and what steals your time, and what can you do about this? Who are the main culprits?
- What can you do to deter unwanted visitors or prolonged conversations you haven't time for?
- Is your work space too inviting? How can you organise this better, to protect your time?
- How good are you at saying 'no' to whoever needs to be told - whoever they are?
- Do you allow people to dump things on you that they should do themselves or take elsewhere?
- How do you plan your use of time? Could you do this any better? What helps you in this?
- Do you take breaks when you need them? Are you confusing activity with productivity?
- Who can you learn from in terms of really managing your time more effectively?
- How good are you at standing up for your rights without upsetting people?
- What if any system or rationale do you use to prioritise tasks or activities?
- Is there scope for you to delegate more of what you spend time upon?
- What are your sources to continuing to learn, and develop your time management skills?
- What will you do differently and better to manage your time? What will be your first step?