

Self Management Workshop 2 Days

In today's business environment we are all coming under increasing pressure to do more in less time. We all know that we should concentrate on the important tasks, but how do we decide what is important, and what is merely urgent? How can we become more proactive, more effective and more in control of our lives?

This programme takes a holistic view of Self Management, with the overall theme "Take Control of Your Time, and Your Life". Facilitated discussions of participants' individual concerns coupled with a number of highly practical individual and group exercises lead to the creation of a Personal Development Plan. Each participant is also encouraged to identify a friend or colleague to act as a conscience in the future, and who will gently remind the participant of the pledges contained in their Personal Development Plan.

Who should attend: This workshop is aimed at anyone who wants to manage their time effectively, or who feels that their "work-life balance" is missing.

Objectives:

By the end of the workshop, delegates will be able to:

- 1) Describe how to deal with excessive demands on their time.
- 2) Differentiate between what is urgent and what is important
- 3) Create a plan that links long-term goals to short-term actions
- 4) Take away at least 20 **practical and personal** tips for better time management.

Outline:

<p>Day 1. Self Management and Me</p> <ul style="list-style-type: none"> - Introductions - Personal Objectives - Efficient vs. Effective - Prioritising – Urgent vs. Important - Long Term Goals - Time Stealers - Time Logs - Work Patterns - Personal Development Plan 	<ul style="list-style-type: none"> - Day 2. Self Management and Others - Review of Day 1 - Attitude and Equipment – how can technology support us? - Red & Green Time - Creating and Maintaining a Daily Plan - Desk Management - Telephone Management - Dealing with Interruptions - Delegation - Effective Meetings - Key Messages – a summary - Personal Development Plan
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Days 1 and 2 can be run consecutively, but benefit may be gained by separating them by a period of two weeks.

Maximum number of delegates: **16** (Minimum 8 unless by special arrangement)