

Optimise Your Day/Improve your Time Management

Join this session to improve your productivity including the use of further time management strategies that become positive habits.. These include – Make use of the 6D Filter; Eliminate Time Bandits; Manage interruptions and learn techniques for Saying NO to certain requests. Have practice in setting yourself up for success by making these strategies part of your daily rituals and routines.

Snapshot

Duration: 90 minute

Learning Outcomes

- Identify time management strengths and areas that require improvement
- Prioritise effectively and distinguish between the urgent and important
- Increase productivity and build positive habits by applying the 6-D Filter

Course Outline

- Identify your time strengths and weaknesses
- Time audit
- Time bandits
- 4 Strategies for Time Management success
- The Power of Important
- Prioritising with ABC
- W.R.A.P
- 6-D Filter for Productivity
- Increase your productivity and build positive habits
- Interruptions
- Procrastination
- Turn your Vision into Action