

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.

[Click here](#) to access the video overview.

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