

Time Management

A practical 1-day workshop that will enable participants to become both more effective and efficient (there is a difference) in their professional lives. This will be of benefit to anyone looking to manage their time better, particularly those in team leader and management roles.

As with all our development, the return on investment significantly increases when it is supported by coaching. The programme, therefore, includes a 1:1 coaching session for all participants, within a 4-week period following the learning. A minimum of 3 months coaching after the completion of the programme is also recommended, both to embed the learning and ensure lasting improvements are achieved.

Workshop topics will include:

- Understanding the difference between what's urgent and what's important
- Going beyond To-Do lists: Using the "Ike" principle to prioritise effectively
- Understanding your "Why"
- Understanding your sphere of influence and control, and how to focus on what you can change
- Learning to recognise displacement activity and eliminating procrastination
- High-intensity, high-output working – the Pomodoro principle
- Dealing with distractions – email, phone calls, interruptions
- Going through the gears – aligning your mindset with the situation
- Assertiveness – learning to say no without excuses
- SMART objective-setting – for you, for others, for teams

Pre-reading will be provided so delegates can make the most of their time on the course and a handbook containing slides, in-depth notes and practical resources is also included.



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