

TIME, ENERGY AND FOCUS; GETTING ORGANISED

In the age of information overload, traditional time management techniques just don't cut it anymore. Anyone can say that they are busy; it is easy to be good at being busy, but being more effective is different. When people work smarter, our businesses are more productive. Productivity can be defined as the ability to achieve goals and aspirations while avoiding burn out and high sickness levels. When people focus on what really matters, everyone enjoys the fruits of their labour.

This can help to address the following problems: improve productivity, improve efficiency and improve personal effectiveness.

COURSE BRIEF

Dear Human Being, There are only so many hours in a day, you will never get everything done, you will never be truly caught up or meet all the demands placed on you. Time has come to find a smarter way to work. In today's society, it can be difficult to know what to focus on, how to manage your energy level and make the most of your time so that you know that you are making progress and moving forward in the areas of your work that matter most.

"Efficiency is doing things right: effectiveness is doing the right things", Peter Drucker.

WORKSHOP COVERS:

- Being mindful and ruthless about our time
- Attention and energy management
- Learning the chunk, block tackle method
- Understanding instructions given: capture, collect, do it or ditch it
- Learning to let go of what is not important and focusing on what is important
- Prioritising and organising
- Email management
- Avoiding procrastination

Delivery options:

Bitesize (3.5 hrs)

Maximum number: 16

Please contact training@bristolmind.org.uk for fees