

---

## **Managing Yourself**

### **A two day programme**

We all have one thing in common with everyone else in the whole world. We all have 24 hours in a day. How is it then that some people always seem to have enough time, both at work and at play, to do all the things they want to do? It is very simple; they just organise the use of their time more effectively. You could liken yourself to someone who is learning to play ten-pin bowling. You are aware of the objective, ten pins down with one ball is a strike, and you get maximum points. However, you need coaching and plenty of practice to achieve the end result. That is what this training programme provides, coaching in a method and a process, to achieve a better-planned existence.

### **Key elements of managing yourself**

People like certain tasks and dislike others, we also like a challenge, whether it be physical or intellectual, and so we manage ourselves to suit what we like to do. Now this would be fine if it always matched what was important to our organisation, but it invariably does not. Therefore, we end up focusing on the wrong things at the wrong time, and putting off tasks that we do not like until the last minute.

Since the early 1980's a small industry has grown up selling us 'Time Management' solutions, which focus on selling us expensive diaries that weigh a ton, or sexy software for our personal computers. Our training programme is different, in that we let you choose the medium that you prefer to use be it Microsoft Outlook, a pocket diary, a desk diary, a time manager diary or a to-do-list. What we are selling are ideas that make life easier and enable you to manage yourself more effectively. We invite delegates to bring their chosen medium along to the training session and we help them to re-establish firm control over their lives, but without limiting them with a prescriptive method.

### **The programme enables participants to:**

- Learn how to master time and reduce interruptions
- Sort out what is important and what has the noise of urgency
- Apply scheduling rules to meetings
- Set goals and priorities
- Organise your office and desk
- Identifying time robbers and how to lock them up

### **Learning outcomes:**

Understand the importance of managing yourself is a first step to being able to be in control of your life and your time. Each person will understand the benefits and be able to customise the ideas so that they work for them. You will be able to plan group activities with more confidence because of the methodologies learnt. This improved planning method will generate a more professional image for you and your team, and you will get more activities done on time and within budget. It will also greatly reduce the stress in your life.

---

## **Programme Agenda**

### **An introduction to Time Management**

How to master time  
Time robbers - How to lock them up  
What is important?  
Organising your desk

### **Activity matrix**

Section I - Stress and Crisis  
Section II - Development  
Section III - Deception  
Section IV - Waste  
Keeping in Sections I & II

### **Activity managing and measuring**

Measuring progress toward activity objectives  
Analysis of the situation  
Determining appropriate action

### **Typical delegates are:**

All people who need to plan, and who are looking for ways to improve their effectiveness in supporting others. Effective support develops through a better understanding of the contribution that you can make towards a rewarding outcome, for the four cornerstones of your business, your team, your clients, your colleagues and your shareholders.

### **Planning an Activity**

Setting goals  
Quarterly Plan  
Monthly Plan  
Weekly Plan

### **Delegation**

How to do it properly  
What to delegate and to whom  
Doing the delegating  
Managing a delegated task

### **Connect with your organisation**

Identify your work responsibilities  
Create a decision-making framework  
Your weekly schedule  
Exercising integrity