# Planning and Organising Workshop

A BITESIZE WORKSHOP: BE MORE EFFECTIVE WITH YOUR TIME AND GETTING OTHERS TO RESPECT IT

**Learn how to:**

1 Manage your own time effectively to achieve goals and tasks

2 Educate others to respect your time & prioritise to achieve

3 Have your email under control even where you are receiving over 100 emails a day

4 Manage and Control interruptions from above and below without others feeling your stress

**If you can answer yes to any of the following questions then this bitesize workshop will be effective for you:**

1. Do you feel under pressure to react to that new email or that request?
2. Do you end up being so helpful to others that this impacts on your time?
3. Do you struggle to say NO?
4. Do you feel like you will never have enough time to do the job even if we gave you another 10 hours?

**CMR** Consultancy

0800 3800791

www.cmrconsultancy.co.uk

**Workshop Agenda & Structure - 3 hour workshop**

| Time | Agenda |
|---|---|
| **8:30am** | **Identifying the individual objectives & time management issues**<br>➢ Plan in 5 minutes; we each bring different perspectives priorities – right/wrong<br>➢ Intro the Zone – what are your Goals, Priorities & Tasks?<br>➢ Overview Covey's 7 Habits (handout) |
| **9:00am** | **Practical Tools to identify opportunities for smarter working**<br>➢ Overview Covey's 7 Habits- individual assessment<br>➢ Fill in the Time Management Matrix – GROW ideas for change<br>➢ Be 'on it' not 'in it'. Use the Quarterly Planning Document for perspective<br>➢ Default Diary – colour coding - priorities |
| **10.15am** | **Break 15 minutes** |
| **10:30am** | **More Productivity/ Less Stress**<br>➢ Managing Expectations to save stress<br>➢ Using a To-Do list smartly – intro 'chunking' as a strategy<br>➢ Avoiding procrastination – eat the frog!<br>➢ Passing on or passing back the 'Monkey'<br>➢ Learn to say NO nicely<br>➢ Inbox Zero |
| **11:15am** | **ACTION**<br>➢ Practice/ Role play to say 'NO'<br>➢ Role play to manage an interruption |
| **11:30am** | **CLOSE & Agreed Actions** |