



# **Time Tactics**

Achieving more and feeling better from your use of Time at work

Are you facing increasing pressure to deliver great results with limited resources?

Are you experiencing higher levels of stress at work?

Do you find that you are not spending enough time doing the work that is most important to you?

Would you be willing to invest a small amount of time to get better results?



Time pressure (too much to do; not enough time) is the most frequently identified problem we hear about from the scientists and science professionals we work with.

As a result, we started providing Time Tactics training over 10 years ago both within Challenge of Science Leadership courses and for individual organisations.

This 1/2 day online workshop provides many of Barefoot's TIME TACTICS tools and practices in a single training.

## What Time Tactics participants said:

"Great training and I will be twice as effective in work if I can implement even half of what was covered."

"I've new techniques for managing my time, my expectations and those of my colleagues. A different perspective on time management."

"I now have greater confidence to take control of how my time is spent. Less guilt."

"The Barefoot Time Tactics programme has helped me and my senior team to identify ways of making better use of our time at work. The programme provided tools and encouragement for us all to make manageable changes. The impact has been rapid and maintained"

"Peter managed to make us think about the bigger picture in the organisation - how we perpetuate certain cultures around attitudes to workloads, tasks and meetings. It has stimulated me to approach my work differently and aim higher."

### In the workshop you get:

- Practical tools and methods to provide new perspectives and ideas about how you use time.
- Sharing of best practice with other workshop participants.
- Time to think about what you do and what you need to change.
- · An action plan to move you forward.

#### The workshop will enable you to:

- · Identify your highest value uses of time.
- · Gain protected time when you need it.
- Free up extra hours per week for important work.
- · Maintain progress over time.

# **Fees & Registration**

Workshop fees are £125 + VAT / £75 + VAT Earlybird

For more information see the <u>Barefoot Website</u> and <u>Booking page</u>

#### Contact

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