

Time Tactics - A Practical Time Management Workshop



The time of its people is one of the most important resources available to an organisation. How those people use their time has a big impact on individual, team and organisational results.

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

Some of the ways in which this time pressure shows up are

- Too much time on operational work, too little (sometimes no time) on more strategic work
- Personal stress and wellbeing issues
- Difficulties in maintaining a sustainable work life balance

Over the past 15 years that we've been delivering training, facilitation and coaching it is clear that the working environment is not getting any easier. In fact, for many it is the opposite.

We developed Time Tactics training early on to give busy professionals tools and perspectives to make positive changes in how they use time at work.

'Time Tactics' has been included in over 50 in-person Challenge of Science Leadership courses and 9 online courses since 2013. It has also been delivered as a bespoke in-house course to individual organisations.

Recent feedback from 'Time Tactics' participants:

"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."

In this workshop you will get:

- Practical tools and methods to provide new perspectives and ideas about how you use time
- The opportunity to share 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:

1. Understand key concepts in managing use of time in the workplace
2. Learn and apply tools and processes to your own situations
3. Determine how to allocate time at work more effectively
4. Share good practice with other participants
5. Draw up a plan for applying changes and reviewing progress

Outline Agenda

- 9:30 Introduction to workshop and participants
- 9:45 5 Key Factors for using your time effectively
- 9:50 1. Identifying your most important uses of time
- 10:30 2. Protecting Time for important work
- 11:00 Break
- 11:10 3. Freeing up time for important work: Containing time on email; Releasing it from meetings; Saying 'No' when you need to
- 11:35 4. Maintaining effective boundaries
- 11:55 5. Developing your system for organising and reviewing your use of time
- 12:15 Action Planning – what actions will you take to apply your learning?
- 12:30 Reflection and discussion in small groups
- 12:50 Closing
- 13:00 End

Fees & Registration

Workshop fees are £125 + VAT / £75 + VAT Earlybird (until 31 July)

For more information: www.barefoot-thinking.com

The workshop booking page: www.barefoot-thinking.com/booking, or

Email: info@barefoot-thinking.com