



Focus: our goal is not DO more but to _____ more

Your Current Reality

What are some of your greatest challenges and frustrations about your work at the moment?
What would you like to change or improve about your workplace productivity and the way you currently manage your workload?

Individually:

Organisationally:

The 'Clear your Mental Desk' technique

What are your goals?

Three months:

Six Months:

Twelve months:

Three years:

Focus is about two key areas:

-

-

Expand your focus to _____ at a time on one task.

Buy yourself a _____ to help keep track of the time for you.

What undermines your focus?



What are your values?

Security

Adventure

Fun

Connection

Creativity

Spirituality

Respect

Humour

Family

Contribution

Health

Discipline

Commitment

Other _____

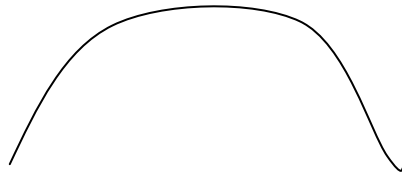


Habits

What is one habit you have that would like to stop?

What is one habit you would like to adopt?

The cycle of a habit



Your Morning Ritual

Well begun is half _____.

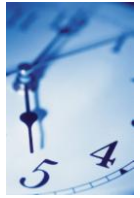
Describe the average start to your day.

What time do you get up?

What do you eat for breakfast?

How do you mentally prepare for your working day?

What could you add to your morning routine (the time before you get to work) that would help you be more productive?



Process

How do you track the following:

- Where do you have to **be**?
- What do you have to **do**?
- What information do you need to **know**/send/receive?

Email Management

The four D's

D

D

D

D

Shortcuts in Microsoft Outlook

Using a To Do List

The process:

- *D*
- *D*
- *D*
- *B*
- *D*
- *R*

Planning your day

Fixed

Flexible

“Me” Time

Scheduling high priorities



Managing Interruptions

Prioritising Interruptions

Here are two simple methods for determining the priority or order of your tasks, projects and interruptions.

Method #1: A, B, C

A:

B:

C:

Method #2



Importance

↑

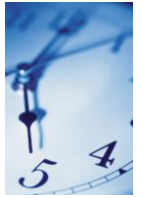
Urgency

A: Important AND Urgent

B: Important but NOT Urgent

C: NOT Important, but is URGENT

D: NOT Important, whether URGENT or NOT URGENT



My Personal Plan of Action

Date: _____ Position: _____
Name: _____ Phone: _____
Email: _____

Instructions for using this Plan of Action page

During this workshop, you have learnt a number of strategies for more effectively managing your time. To implement what you have learnt, please take time to plan out three (3) of the strategies you will implement over the next 30 days.

FIRST STRATEGY: _____

By _____
the _____ I will take the following steps to achieve this personal strategy.

SECOND STRATEGY: _____

By _____
the _____ I will take the following steps to achieve this personal strategy.

THIRD STRATEGY: _____

By _____
the _____ I will take the following steps to achieve this personal strategy.
