

Time and Balance

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BACKGROUND



Now, more than ever, we are confronted with making the most of our time and ensuring that we find the right balance in between our multiple and changing roles. This workshop is bringing more awareness and it is designed to equip participants with the necessary tools and methods for better results and enough quality time.

Course Overview

Introduction

- Mind setting
- Productivity principles

Preparation

- Constructive spacing
- Analysis of current time allocation

Planning

- 4 Nested Levels of Responsibility Model
- Targets
- Prioritizing and planning tools

Process

- Focus and productivity
- Time thieves
- How to limit procrastination

Post Workshop Coaching –

Each participant will benefit a 30-minute (either phone or Skype) follow up coaching session targeted at identifying the needed resources to make the desired changes in managing time.

LEARNING OUTCOMES

At the end of the workshop, the participant is able to

1. Increase awareness on the preferred working style.
2. Learn the criteria in analyzing the way we allocate our time and tips and tricks in managing our agenda better.
3. Apply techniques in creating the desired work-life balance.

LEARNING METHODOLOGY

It will be a highly interactive and full of real life examples and hands-on activities. We use case studies, certified assessments and practical analysis of the way the participants are currently managing their time.

TARGET AUDIENCE

Suitable for professionals, managers and project managers.