



bristol business college

YOUR BEST BUSINESS DECISION

Effective Time Management Agenda

9.30 a.m.

Getting Started

- Introductions, the 10 Minute Challenge, Workshop Objectives, Pre-Assignment

Setting Smart Goals

- The Three P's, The SMART Way, Prioritising Your Goals, Visualisation

Prioritising Your Time

- The 80/20 Rule, The Urgent/Important Matrix, Being Assertive

15 Minute Break for Coffee/Tea

Planning Wisely

- Your Productivity Journal, Chunk-Block and Tackle, Ready-Fire-Aim

Tackling Procrastination

- Procrastination, Nine Ways to Overcome Procrastination, Eat That Frog!

12.30 p.m. – 1.30 p.m. Lunch

Crisis Management

- When the Storm Hits, Creating a Plan, Executing the Plan, Lessons Learned

Organising Your Work Space

- De-Clutter, Managing Workflow, Dealing with E-mail, Using Calendars

Delegating Made Easy

- When to Delegate, To Whom Should You Delegate, How Should You Delegate

15 Minute Break for Coffee/Tea

Setting A Ritual

- What is a Ritual, Ritualising Sleep, Meals, Exercise

Meeting Management

- Is a Meeting Necessary, The PAT Approach, Build the Agenda, Keep on Track

Alternatives to Meetings

- Instant Messaging, Teleconferencing, Online Groups, Collaboration

Wrapping Up

- Review the Day, Questions and Answers, Words from the Wise, Takeaways

4.30p.m. Close

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