



Workshops

The workshops can be conducted as either a full one-day workshop or as a series of shorter half-day or 1-2 hour sessions. The workshop covers the key time management topics and consists of training, practical exercises and group discussion.

Course Outline

Half/Full Day Workshop

Main topics covered include:

1. Planning and Prioritisation

- Creating sensible goals
- Why you need one diary
- How to banish to-do lists forever

2. Distractions and Interruptions

- How to identify your distraction demons
- Easy ways to avoid distractions
- ONE way to increase your productivity

3. Take back control of managing your Inbox

- The ONE thing you MUST do to boost your productivity
- Easy ways to stem the flood of emails

4. Setting Boundaries and Expectations

- Why you need to have boundaries
- Easy ways to say no and mean it

5. Tackling Your Paper Mountain

- Four easy steps to tackling that mountain
- Tips to clearing a backlog
- ONE simple technique to keep that paper under control

6. Procrastination

- Seven signs that your procrastinating
- Three simple strategies to deal with it



Additional Topics

Other topics can be included and tailor the workshop/sessions to you specific requirements are:

Meetings

- Tips for running successful meetings
- How to ensure you always turn up on time

Handling Phone Calls

- Using the phone effectively
- Simple telephone skills
- When you don't want to talk

Delegation

- Getting someone else to do it
- Knowing when and what to delegate
- Effective delegation that works

Work Life Balance

- Finding time for friends, family and a social life
- Looking after yourself - health

Working At Home

- Creating an environment to work in
- How to define the boundaries
- Tips for keeping focused

Workshop Benefits

The main benefits from these sessions are:

- To provide added focus and motivation.
- To reduce the time wasted by increasing the effectiveness and efficiency.
- To reduce long working hours.
- To improve productivity, reducing inefficiency and wasted time.



Cost

The cost of each workshop includes:

- Room hire (unless sessions are run on-site)
- Refreshments and lunch (unless provided on-site)
- All planning, preparation, pre-work.
- Course handouts, printed material.
- Follow-up, feedback.
- Travel and set-up time.

Charges for seminars and workshops will vary depending on the number of attendees, location, duration, facilities available/required etc. Please contact me to discuss your requirements.

Additional Options

There are several additional options that can be incorporated either as part of the course or in the weeks following the sessions. This will ensure that the material is fully absorbed and new habits put into practice.

- A Time Management Audit for all attendees (completed in advance).
- A copy of "Time Management For Dummies" for each attendee
- Group coaching onsite or over the phone, to follow-up and provide further coaching to ensure new habits are put in place and to maximise the learning and application.
- Individual coaching onsite or by phone after the workshop

Seminars

I have also presented many of these topics as a one hour seminar or presentation. If you'd like to give a talk to your group, event or meeting, give me a call.

If you have any questions or would like to discuss your specific requirements and have a workshop or seminar customised to your needs, don't hesitate to give me a call.

Clare



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Get a new perspective.

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