

# Managing Your Time During Change



With the challenge at work to produce more in less time, effective time management is a vital business tool. The impact of time managed effectively has far reaching benefits in terms of achieving business objectives and personal motivation. Organisations' stagnate if they do not change in response to changing marketplaces, new technologies, and changing customer and workforce expectations; therefore organisations are constantly undergoing change. This workshop has been designed to help individuals to examine their perspectives of the change situation in order to contribute effectively throughout the change process. This one-day event will enable you to:

- Determine how your time is currently being spent
- Understand the impact of urgent versus important
- Develop strategies for time allocation
- Create a structure to control time spent on tasks and activities
- Prioritise what matters most
- Use key assertiveness techniques to achieve goals
- What is change?
- Why does change occur?
- Why can we feel resistant to change?
- Acknowledging change
- Better influence the results you get when interacting with others
- Stand up for yourself and your ideas without offending
- Creating personal action plans to manage change

## Who Will Benefit?

Anyone who has demands placed on their time which will impact on their productivity

## Course Outline

- Taking advantage of change
- How to recognise, evaluate, and eliminate self-defeating habits and actions - focus on your specific issues
- Finding new solutions to old problems
- Understanding your commitment to initiatives that require change
- Taking personal responsibility for change
- How to plan your time before spending it
- Urgent versus important
- An overview and assessment of planning tools
- Identify your work style and its impact on yourself and others
- Scheduling activities with the end results in mind
- Prioritising key tasks and activities
- Understand the difference between efficiency and effectiveness
- The GROW Model (Goal, Reality, Opportunities, Way Forward)
- Creating options for change
- Evaluating the whole picture

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- Problem solving
- Strategies to handle procrastination and interruptions
- Using communication as a time management tool
- Delegate clearly and with ease
- Creating work-life balance

## Duration

1 Day

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