

TIME MATTERS

2-Days Program



The demands of being a manager can ebb and flow in today's times especially with shifting priorities, unexpected demands and dealing with team issues and thus it is imperative that an effective manager has a system of maximizing returns on time invested. This DOOR program includes tools for the new century manager to be more strategic and tactical and flexing between the two. It allows managers to create their results sieve having a better control and clarity over their important goals and activities.



Topics

- + Concept of time
- + Understanding goals and energy areas
- + Developing personal effectiveness systems
- + Skills to better equip a performance-oriented lens
- + My time management style
- + Results sieve
- + Co-creating goals
- + Personal success blueprint

Training Objectives

At the end of this training you will be able to:

- 1 Deepen one's understanding of time as a valuable resource for a manager
- 2 Developing a personalized time management system leading to personal success
- 3 Appreciate one's own pace and style
- 4 Learn skills, tools and techniques for enhanced personal effectiveness
- 5 Develop a blueprint of personal success and actions

Duration

2 Days

THE KEY IS IN NOT SPENDING TIME, BUT IN INVESTING IT. #TIME MATTERS

Program Schedule

DAY ONE

Time as a valuable resource for managers

- + ROI of time as a resource for a manager
- + Attitude towards time
- + Timeline and its elements

The time tree

- + Elements of the tree
- + Personalizing the tree
- + Identifying success areas

Setting a personal mission as a manager

- + Purpose and beliefs
- + CARAT formula for setting goals
- + Inter-dependence and interaction between goals
- + Results sieve

DAY TWO

Time management skills

- + Eisenhower's urgent/important principle

- + ABCDE technique
- + Black, red & green hour
- + Task lists
- + Overview and details principle
- + Planning periods
- + 3 subconscious repatterns

Taking ownership for your time

- + Create and align for 'we' goals
- + Delegating and holding people accountable
- + Your quality and decision-making mindset
- + Aware of your time wasters
- + Effectiveness vs. efficiency

Coaching team members towards better performance

My time management style

- + Where do I stand?

More information

If you would like to discuss any one of our programs please contact us.

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