





Releasing potential through learning and development

## Improving Your Time Management

now you say it



**Welcome**

**Mike Phillips**  
Trainer, Facilitator, Consultant and Coach  
(Assoc. CPD, Cert. in Training Practice)

30 Vicarage Road  
London  
E15 4HQ  
07949 826881

For details about other courses please visit our website

mike@mikephillipstraining.co.uk  
www.mikephillipstraining.co.uk

Follow Mike Phillips Training on

<http://mikephillipstraining.blogspot.co.uk/>  
[www.facebook.com/MikePhillipsTraining](http://www.facebook.com/MikePhillipsTraining)  
[www.linkedin.com/in/mikephillipstraining](http://www.linkedin.com/in/mikephillipstraining)  
[www.twitter.com/MikePTrain](http://www.twitter.com/MikePTrain)

Please take a few moments before the course & complete  
'My Personal Learning Objectives' in your Workbook

**dsc**  
directory of social change

helping you  
to help others

---

---

---


---

---

---

---


---



Releasing potential through learning and development

## Course Aim

- To provide participants with the fundamentals of useful time management techniques



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---

---




Releasing potential through learning and development

## Learning Outcomes

By the end of today's course, you will be able to:

- ☒ List the benefits of being effective as a time manager
- ☒ Analyse your own time management habits
- ☒ Distinguish between reacting and responding to situations
- ☒ Be aware of the impact of procrastination and how to overcome it
- ☒ Set SMART goals
- ☒ Use a range of planning and prioritising techniques
- ☒ Identify your personal time stealers and strategies to gain control of your time



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Pareto's 80:20 Principle

- 80% of the consequences flow from 20% of the causes
- 80% of the results come from 20% of the effort and time
- 80% of company profits come from 20% of the products and customers
- 80% of all stock market gains are realised by 20% of the investors and 20% of an individual portfolio

---

---

---

---

---

---

---

---

Releasing potential through learning and development

## Time Management Audit

---

---

---

---

---

---

---

---

Releasing potential through learning and development

## Keep A Time Log

### TIME LOG

DATE:

TIME	ACTIVITY	PURPOSE / PROJECT					EFFECTIVE
		1	2	3	4	5	
8:00 AM							
8:10 AM							
8:20 AM							
8:30 AM							
8:40 AM							
8:50 AM							
9:00 AM							
9:10 AM							
9:20 AM							

### TIME LOG

DATE: 21-10-17

TIME	ACTIVITY	PURPOSE / PROJECT					EFFECTIVE
		1	2	3	4	5	
8:00 AM	Waking						
8:10 AM							
8:20 AM	Getting Ready						
8:30 AM	Planning / Organising						
8:40 AM	Working						
8:50 AM	Getting Ready						
9:00 AM	Working						
9:10 AM	Working						
9:20 AM	Working						
9:30 AM	Working						
9:40 AM	Working						
9:50 AM	Working						
10:00 AM	Working						

---

---

---

---

---

---

---

---



Releasing potential through learning and development

### Take 5:

#### Tips to Reflect and Analyse

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

Releasing potential through learning and development

### Our Energy Curve

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

Releasing potential through learning and development

### Your time is worth....

If you earn per annum:	Each hour is worth:	The loss of one hour per day over a year costs:
£10,000	£6.13	£1,428.00
£15,000	£9.19	£2,142.00
£20,000	£12.26	£2,875.00
£25,000	£15.32	£3,571.00
£30,000	£18.39	£4,285.00

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---

---


---





Releasing potential through learning and development

## Pause for Thought




...

*"I don't know the key to success, but the key to failure is trying to please everybody."*

Bill Cosby

...



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Welcome Back!





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Mind Games

How our brains help us or hinder us





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---

---

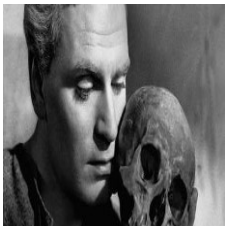
---






Releasing potential through learning and development

## Looking at What Holds Us Back





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

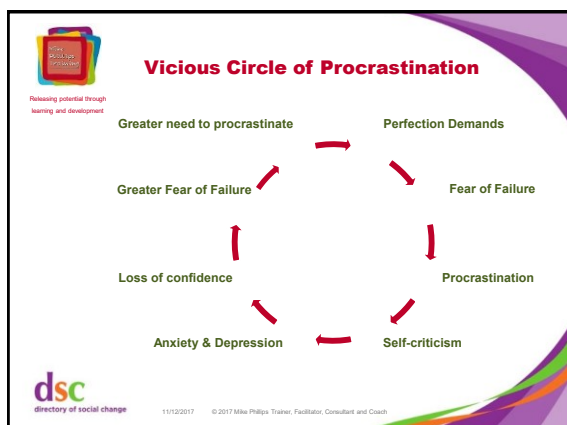
---

---

---

---

---



---

---


---

---

---


---

---




Releasing potential through learning and development

## Impacts of Procrastination



- Damage to reputation
- Distress from delay
- Guilt
- Last minute anxiety
- Missed deadlines
- Missed opportunities
- Pressure on colleagues
- Pressure on self
- Sub-standard work



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---







Releasing potential through learning and development

## Why Procrastinate?

- Fear of Failure – need to be perfect
- Inner critic
- Logic based on past experience
- Reaction to threat
- Short term gain – reduce tension, fun





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---

---




Releasing potential through learning and development

## Changing Thoughts

**Procrastinators:**

- I have to
- I must finish
- This is so big
- I must be perfect
- I don't have time to play





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---


---


---



Releasing potential through learning and development

## Take 5: Tips to Overcome Procrastination





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

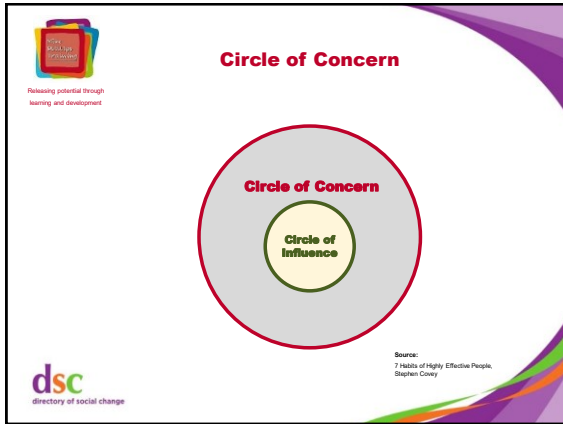
---

---

---

---

---




---

---

---

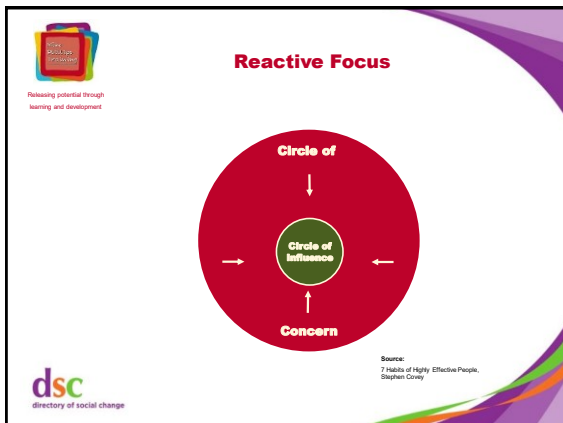
---

---

---

---

---




---

---

---

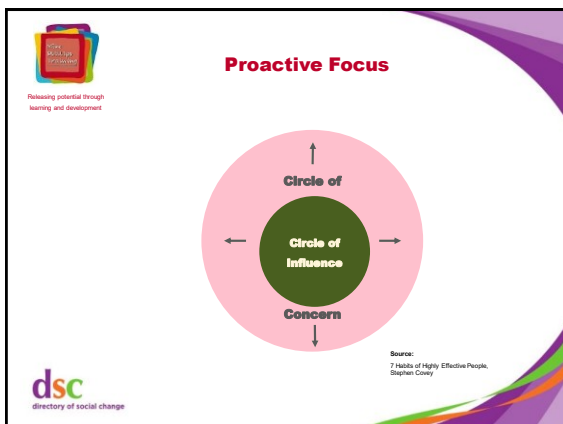
---

---

---

---

---




---

---

---

---


---

---

---


---





Releasing potential through learning and development


## HB - Have's and Be's



- I'll be happy when I have paid off the mortgage
- If only I had a different boss
- If only I had a more patient husband/wife
- If I had my degree
- If only I had more time to myself

Versus:

- I can be more loving, patient
- I will be more assertive with my boss



---

---

---

---

---

---

---

---



Releasing potential through learning and development

## What do you see?





---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Mind Set: Direction





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---





**Mind Set:**  
**Flexibility of Mind and Strategies**



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

**Mind Set:**  
**Know Your Motivation Triggers**



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

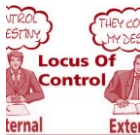

---

---

---

---

**Mind Set:**  
**Locus of Control**



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



  
Releasing potential through  
learning and development

## Mind Set: Reactive or Proactive?



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

  
Releasing potential through  
learning and development

## Mind Set: Habits



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---


---

---

---

  
Releasing potential through  
learning and development

## Mind Set: Remove Inefficiencies



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



 Releasing potential through learning and development

## Mind Set: Chained to the Past



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---


---

---

---

 Releasing potential through learning and development

## Pause for Thought



...

*"Time = Life, Therefore, waste your time and waste of your life, or master your time and master your life. "*

Alan Lakein

...

**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## Welcome Back!



**dsc**  
directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---


---


---



 Releasing potential through learning and development

## Work Habits



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## Avoid bad habits...



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## Mission



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---

---

---



 Releasing potential through learning and development


## What am I FOR?


F

O

R

- Fundamental
- Outcome
- Requirement



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## Roles and Goals



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## SMART Goals



**“The object to which effort or ambition is directed; the destination of a journey.”**

Oxford English Dictionary

 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---

---


---



 Releasing potential through learning and development

## SMART

- S** • **S**pecific
- M** • **M**easurable
- A** • **A**chievable
- R** • **R**ealistic/Relevant
- T** • **T**ime-bound

 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---


---

---

 Releasing potential through learning and development

## SMART

- S** • **S**tretching
- M** • **M**eaningful
- A** • **A**spirational
- R** • **R**ewarding
- T** • **T**rust (based on)

 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

 Releasing potential through learning and development

## Be determined in achieving your goals...



 11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

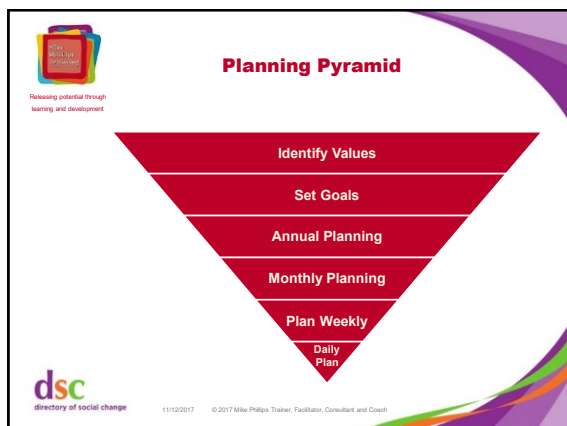
---

---

---

---

---




---

---

---

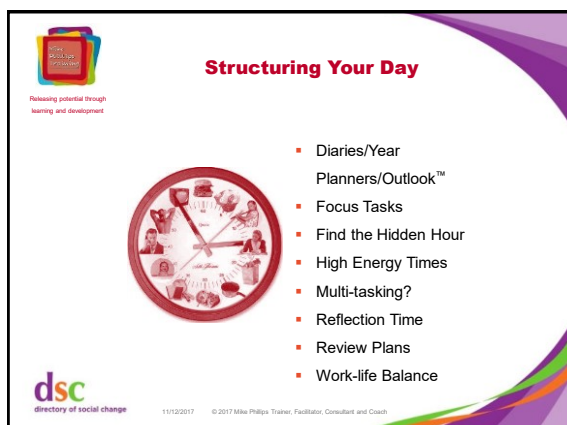
---

---

---

---

---




---

---

---

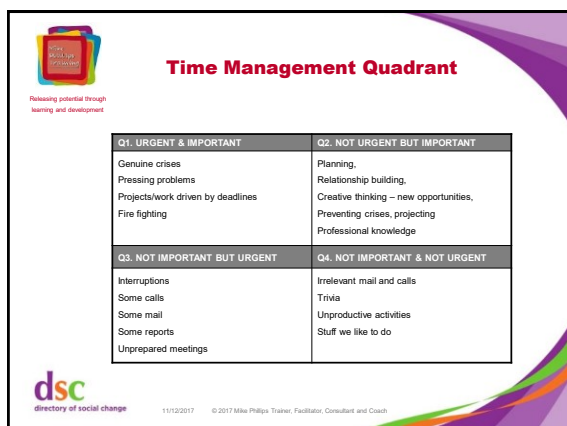
---

---

---

---

---




---

---

---

---


---

---

---

---






Releasing potential through learning and development

## Time Management Quadrant

<b>Q1. URGENT &amp; IMPORTANT</b> Genuine crises Pressing problems Projects/work driven by deadlines Fire fighting	<b>Q2. NOT URGENT BUT IMPORTANT</b> Planning, Relationship building, Creative thinking – new opportunities, Preventing crises, projecting Professional knowledge
<b>Q3. NOT IMPORTANT BUT URGENT</b> Interruptions Some calls Some mail Some reports Unprepared meetings	<b>Q4. NOT IMPORTANT &amp; NOT URGENT</b> Irrelevant mail and calls Trivia Unproductive activities Stuff we like to do



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---

---



Releasing potential through learning and development

## Prioritising

**P** • Proper


**P** • Prior


**P** • Planning

**P** • Prevents

**P** • Poor

**P** • Performance





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---

---




Releasing potential through learning and development

## Prioritising Tasks

Must

Should

Could



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---


---

---

---







Releasing potential through learning and development

## Pause for Thought




... ..

"One of the symptoms of an approaching nervous breakdown is the belief that one's work is terribly important and that to take a holiday would bring all kinds of disaster."

Bertrand Russell

... ..



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Welcome Back!





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Time Stealers





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---



Releasing potential through learning and development

## Be A Smarter Delegator

### SMART GOALS

- S** • Specific
- M** • Measureable
- A** • Achievable
- R** • Realistic/Relevant
- T** • Time-bound

### SMARTER DELEGATION

- S** • Specific
- M** • Measureable
- A** • Achievable
- R** • Realistic/Relevant
- T** • Time-bound
- E** • Ethical
- R** • Recorded

directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

---

---

Releasing potential through learning and development

## Delegation Isn't 'Dumping'

"The only reason I'm having Cindy do my homework, Dad, is that you always say a good manager knows how to delegate work."

directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---

---

---

Releasing potential through learning and development

## Pause for Thought

...

*"It is far better for a man to go wrong in freedom than to go right in chains."*

Thomas H. Huxley

...

directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---


---

---

---

---







Releasing potential through learning and development

## Saying 'no'

- Identify who asks for inappropriate amounts of time
- Practise
- Say it quickly – no long excuses
- Stay neutral
- Be strong
- ★ 'stuck record'





directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---


---

---




Releasing potential through learning and development

## Pressure vs Stress – What's the Difference?




**STRESS**


is a reaction to continued excessive pressure or responsibility when you feel inadequate or unable to cope.



**PRESSURE**

is the stimulation and challenge you need to achieve job satisfaction and self-esteem.





directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---


---




Releasing potential through learning and development

## Organising Your Workspace

"Each piece of paper on the desk is indicative of a decision not yet made or an action not yet taken"



Source: "Clear Your Desk" Declan Treacy 1991



directory of social change

11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---


---

---

---


---






Releasing potential through learning and development

## Changing Habits





11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---


---

---



Releasing potential through learning and development

## Pause for Thought




...

"If you do what you've always done, you'll get what you've always gotten."

Anthony Robbins

...



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---


---

---

---

---

---



Releasing potential through learning and development

## Thanks for Your Participation!



**Mike Phillips**  
Trainer, Facilitator, Consultant and Coach  
(Assoc. CPD, Cert. in Training Practice)

30 Vicarage Road  
London  
E15 4HD  
07949 826881


For details about other courses Mike  
available

mike@mikephillipstraining.co.uk  
www.mikephillipstraining.co.uk

Follow Mike Phillips Training on

<http://mikephillipstraining.blogspot.co.uk/>  
[www.facebook.com/MikePhillipsTraining](http://www.facebook.com/MikePhillipsTraining)  
[www.linkedin.com/company/mikephillipstraining](http://www.linkedin.com/company/mikephillipstraining)  
[www.twitter.com/MikePTrain](http://www.twitter.com/MikePTrain)

Please remember to hand in your completed Evaluation Form.  
If you'd like to receive the slides from today, please clearly write  
your email address on the form provided.



11/12/2017 © 2017 Mike Phillips Trainer, Facilitator, Consultant and Coach

---

---

---

---

---

---

---

---