

MANAGING YOURSELF

WORKSHOP GUIDE



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LEARNING OBJECTIVES

Most people think they are efficient; but unless they know how to manage their time, it's unlikely they will ever be fully effective. Poor time management can also have a knock-on effect on your colleagues and the team you work with. This session is designed to help delegates address these common issues.

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Workplace Essentials Series. Each video comes with a series of activities around the following structure:

LOOK - watch the video and reflect on the content and message.

THINK - activities and questions linking the video to their own experience and workplace.

REMEMBER - a summary of the key learning points.

Each section relating to the video will last around 15 minutes.

ACTION PLAN - At the end of the series of videos and activities delegates should be encouraged to share the most important actions they will take and record actions on their Personal Action Plan sheet.

FEATURED VIDEOS

- Prioritising your time
- Time management & interruptions
- Time management tips

VIDEO 1 – PRIORITISING YOUR TIME

LOOK (play the video, 3 minutes)

None of us can 'make' time, but we can learn how to manage it well. We'll see how prioritising the most important tasks first and planning ahead by anticipating problems can free up more of your day. And reduce the stress not only in your life, but for the people you work with too!

THINK (10 minutes discussion)

Ask the group to discuss what techniques they use to prioritise their time?

There many theories and models that can help you prioritise your time. Introduce the group to one of the best known models - the Stephen Covey Urgent/Important matrix, where you can place tasks into the following areas:

Urgent and Important – these tasks require immediate attention. Do urgent tasks first and get them out of the way.

Important but not urgent – these tasks impact your larger goals and need careful attention. For important tasks, you need to set aside more time and protect yourself from interruptions. Here you can plan ahead, anticipate problems and prepare for the things to come.

Not important but urgent – these tasks are interruptions in your daily work like calls and emails that need to be addressed. Set aside a time to get these tasks done.

Not important and not urgent - irrelevant calls etc yield little return and don't take priority, but you still need to find some time to get them done. You could perhaps schedule these in at the end of the day or week.

REMEMBER (recap, 2 minutes)

- Prioritise urgent versus important tasks.
- Plan ahead with deadlines.
- Anticipate problems.

VIDEO 2 – TIME MANAGEMENT & INTERRUPTIONS

LOOK (play video, 3 minutes)

Managing your time well also means learning to deal with people and their demands. Being assertive about your time means you spend less time dealing with other people's emergencies. Don't freeze up with anxiety; sometimes, politely saying 'no' may just be the best way of dealing with it.

THINK (10 minutes)

Ask the group to discuss the best way to deal with interruptions?

Record their answers and suggest the following additions;

- Multi-tasking usually means that your attention is divided.
- Repeatedly switching between different tasks breaks your concentration and makes it difficult to pick up from where you left off. It can also result in errors and poorly thought out decisions.
- The law of focus says that "you'll get a lot more done if you focus completely on one task at a time".
- Don't allow people to distract you.
- Be ruthless with time, gracious with people. Your colleagues can also be a great source of support when you need it.
- Be assertive – that means communicating your needs clearly, calmly and with respect.
- If you're very busy, keep the socialising for breaks.
- Be prepared to delegate.
- Say 'no' to jobs that aren't yours.

REMEMBER (recap, 2 minutes)

- Deal with interruptions decisively.
- Act assertively.
- Limit phone time.
- See others as a source of support.

VIDEO 3 – TIME MANAGEMENT TIPS

LOOK (play, video 3 minutes)

The key to improving your working life and that of the people you work with is to manage your time by getting organised. Start with your immediate work space first and work your way into other areas. Getting organised is a skill you can learn – it's not a talent bestowed upon a lucky few!

THINK (allow 10 minutes)

Ask the group if they ever feel overwhelmed by their to-do lists? As them to discuss and record how they might improve their management of time and include the following in your summary;

- Keep a properly organised desk.
- Maintain a proper filing system.
- Create a daily to-do list and stick to it.
- Prioritise.
- Estimate how long each task will take; tackle one task at a time, the biggest first.
- Batch smaller tasks together so that they can be done quickly.
- Give yourself private time if you need to.
- Set aside blocks of time to complete each big task.
- Turn off all distractions like email alerts and focus.

REMEMBER (recap, 2 minutes)

- Cut the clutter.
- Do one task at a time.
- Tackle difficult tasks first.
- Be time conscious.

MANAGING YOURSELF – ACTION PLAN

Remind the group of the key learning points from this session.

Divide the group into pairs. Ask each member of the group to identify one specific action they will take to apply what they have learned when they return to work.

Ask for two or three examples. Bring the session to a close.