



Work smarter, not harder

Making learning meaningful, memorable and fun

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High Impact Session: Work Smarter not Harder

Your Objectives and Actions

Learning Objectives:

- * Understand what stops us having 'more time'
- * Give you some tools for prioritising
- * Help you arrest the Time Bandits
- * Give you some **ORDER**
- * Help you handle stress

What do you specifically want to do differently or know more about from this programme?

1. _____

2. _____

Your Action Plan

As you go through this High Impact Session, list here the specific points from the programme you intend to put into action or follow up.

No.	Description	Target Date	Comments
1			
2			
3			
4			
5			
6			

Course Notes

Course Notes

What's stopping you?

Please identify three things in each category that are stopping you from doing what you wish:

Things I cannot do		
1		
2		
3		
Things from outside		
1		
2		
3		
Things from inside me		
1		
2		
3		

Based on concepts from 'Time Management from the inside out' by Julie Morgenstern.

How you work: strengths and weaknesses

"It isn't the experience of today that drives men mad. It is remorse for something that happened yesterday and the dread of what tomorrow may disclose"

- Robert J Burdette *'The Golden Day'*

Answer the questions below to help you think about how you work, what you find easy and what you find difficult. You might want to think of things in your personal and social life as well as your job. I.e. a response to question 3 might include "Easy for me when I'm spending time with my family" and "Difficult for me when I'm working on repetitive, routine tasks, e.g. monthly paperwork".

		Easy for me when...	Difficult for me when...
1.	Getting started on my work		
2.	Finishing my work on time		
3.	Feeling satisfied		
4.	Having clear objectives		
5.	Making time to do something, e.g. an activity or task		
6.	Saying "no" to doing something		
7.	Taking a break from what I'm doing		
8.	Being on time		
9.	Delegating		
10.	Knowing how long something will take to do		

How do you prefer to work?

For each pair of statements, highlight the one which is more like you, to help you think about how you prefer to work.

I prefer to...	
Work independently	Work in a team
Concentrate on one thing	Work on lots of things, multi-tasking
Concentrate for long periods of time	Concentrate for short periods of time
Do work with routines	Do work that isn't predictable
Work in quiet surroundings	Work with noise or music in the background
Have time to reflect before making decisions	Make decisions quickly
Work to tight deadlines	Work to long or flexible deadlines
Work on the same kinds of tasks	Have lots of variety
Work with relatively few interruptions	Work with interruptions
Work with my head	Work with my hands

Use this space to note down any other thoughts you have about the types of work and working environment where you perform best:

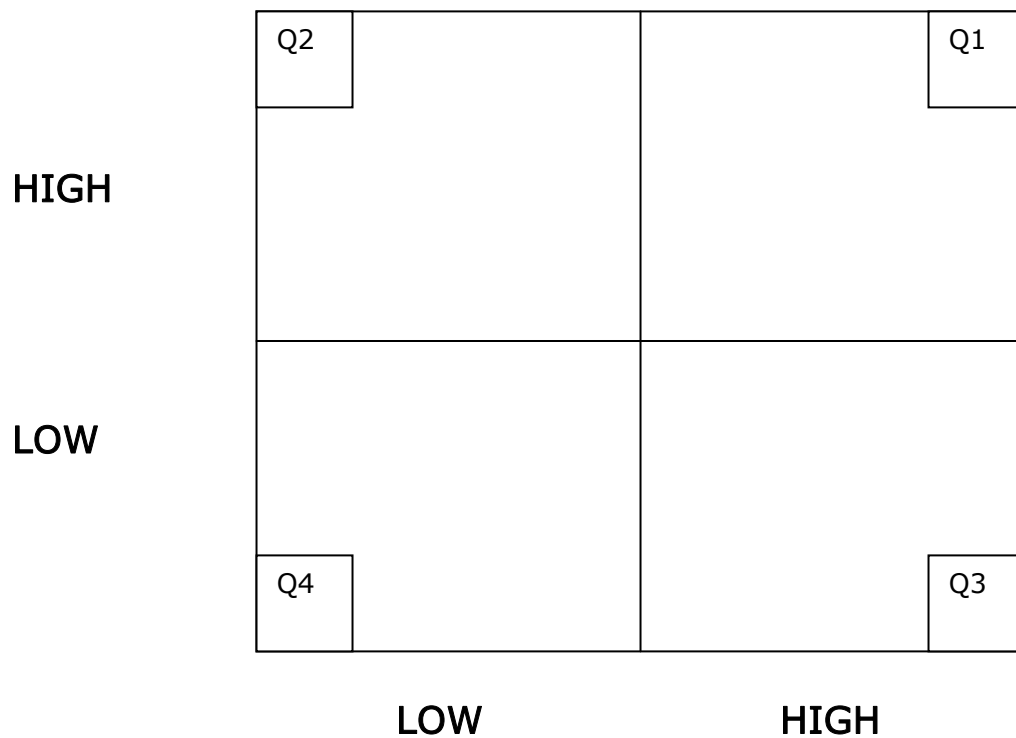
Your vision

What is your vision for your life? Use the headings below to help you to identify goals for your life and any actions you need to take to achieve these.

For each action, decide whether how **important (I)** or **urgent (U)** it is and mark it as "high", "medium" or "low", as appropriate. If an action is both highly important and highly urgent, tick "**P**" - it is a high **priority** for you.

	My vision and goals	Actions	I	U	P
Personal (e.g. health, hobbies, skills, home)					
Relational (e.g. family, spouse/partner)					
Professional (e.g. job, career, qualifications)					
Financial (e.g. savings, debts, pension, investments)					
Social (involvement in your local community or faith community)					

Time Management - Prioritising



1. What is your definition of Urgency as it relates to your work:

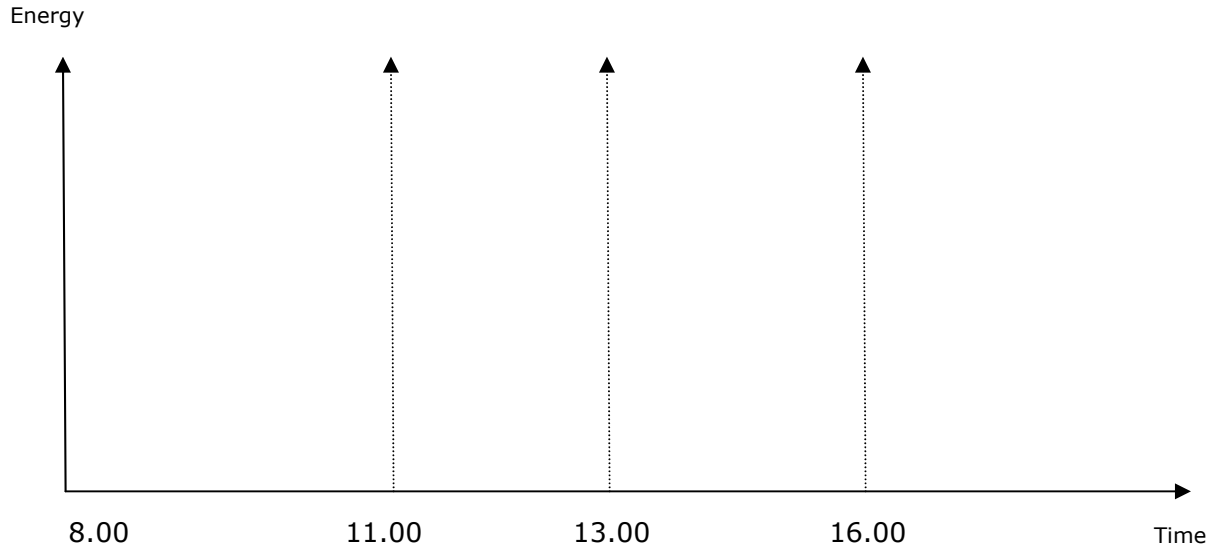
What would be meant by HIGH Urgency?

What would be meant by LOW Urgency?

2. Identify at least one task you did last week as a Q1 that could have been a Q2 if you had planned better.

Dealing with your energy levels

Think about how you work; when are you at your best, and how your energy levels fluctuate during the day. Plot what you think your energy curve is for a typical day.



Now answer the following:		
1	First thing in the morning is the best time for me to:	And the worst time for me to:
2	Later in the morning is the best time for me to:	And the worst time for me to:
3	Afternoons are the best time for me to:	And the worst time for me to:
4	Evenings are the best time for me to:	And the worst time for me to:

Dealing with Time Bandits

Please identify three issues in each category, and what you can do to control these Time Bandits

What happens		How I can deal with it
People – interrupting me		
1		
2		
3		
People - Meetings and Telephone calls		
1		
2		
3		
Paperwork		
1		
2		
3		
Putting off doing things		
1		
2		
3		

About these Action Notes

These Action Notes are part of Work Smarter, Not Harder, one of ST*R Learning's most popular High Impact Sessions™.

Work Smarter, Not Harder is an interactive training workshop that packs time management tips and strategy planning into 3 hours, perfect for busy teams who want concise, results-focused training.

The workshop incorporates action planning, exercises and a game make the workshop relevant to individuals, a catalyst for action in the workplace and an enjoyable, memorable experience.

In the full version of Work Harder, Not Smarter, these Action Notes are followed by Information Notes. The Information Notes act as a concise reference pack for participants in the workshop, giving them summaries of the key points made during the training, an overview of essential concepts and an array of useful tips to help them put their learning into practice.

The full High Impact Session for Work Smarter, Not Smarter is available from ST*R Learning. If you are interested in purchasing a licence for the workshop, contact us for a free no-obligation discussion and consultation session.

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