



« Time management:
learning how to be more efficient
and stress free »

Take your time to save time !

Overall aims:

- 1/ Understanding your own relationship with time in order to create long-lasting change
- 2/ Finding the right balance between the different spheres of your life
- 3/ Knowing how to use your time according to your priorities
- 4/ Being able to anticipate and plan your activities by focusing on the essential



Framework of the day

2 parts :

In the morning:

Fully understand your own relationship with time and the balance you seek to achieve between the different spheres of your life

In the afternoon:

Understand the sociological laws of time management and know which practical tool you can use to better manage your time (Listing, Prioritizing, Planning)



What is your relationship with time ?

We all have a different perception of time.
This perception can change during your life.

“Use your time wisely”



The balance between the different spheres of life

Understanding the concept of the spheres of life allows you to be more efficient. Indeed, very often, the different roles you assume tend to overlap, and you end up having to face many situations at the same time.

« the method of the spheres of life is a metaphor which help you assess your current situation, plan for the future you want and start taking concrete steps towards a more balanced life.

The point of drawing is to break free from your usual rational thinking, -which can « halt » us, even if it is with good arguments! – and to allow ourselves to listen to our own emotions and to what we feel is « right » for us. »



What is the meaning of those spheres?

- The personal sphere:

Includes fulfilling activities, which allow us to be who we want to be, our « secret garden » : passions, health, sport, culture, body care, psychological relaxation, etc.

- The family sphere:

Represents close family : partner, children, parents, siblings, maybe cousins who are always by our side and often join us on holidays.

- The social sphere:

Includes our friends, our network (including close colleagues, with whom we share a deep connection beyond work), organizations, clubs, recreational activities.

- The professional sphere:

Our work, our job, our career.



“I draw the different spheres of my life”



Life is like riding a bicycle. To
keep your balance, you must
keep moving.
- Albert Einstein -

Break..



Together, find a way to properly balance the different spheres of your life



Time for lunch...



Moving debate about the sociological laws of time management

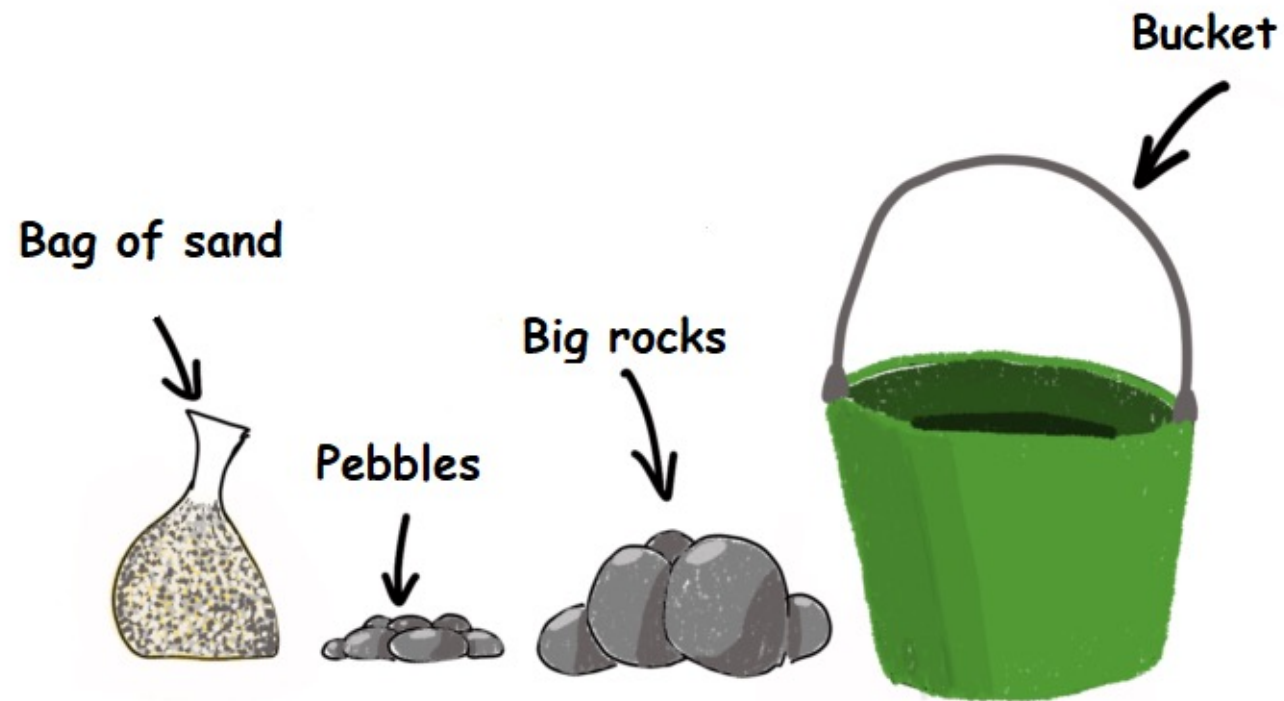
There are dozens of empirical laws which influence our lives, without us even realizing it.

Those « mysterious » rules have been uncovered by sociologists, and have stood the test of time.

Knowing them gives us the key to better manage our own time and energy.



The teacher and the bucket



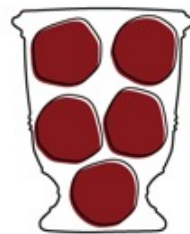
I endure

or
1

I prioritize



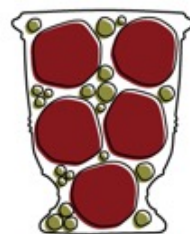
I am overwhelmed by small things



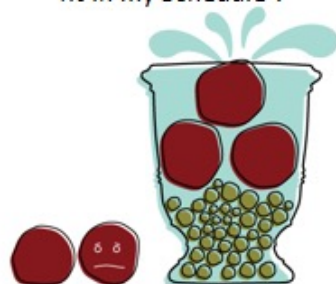
I start with my priority projects



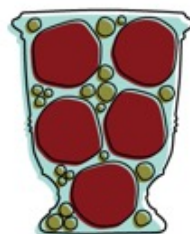
All the things I have to do don't fit in my schedule !



Then, I add the other tasks I have to complete



There is no room left for my main projects !



And finally, odds and ends !

Your toolbox

3 tools to manage your time:

1. Listing
2. Prioritizing
3. Planning



1. Make better lists and plan for the appropriate amount of time

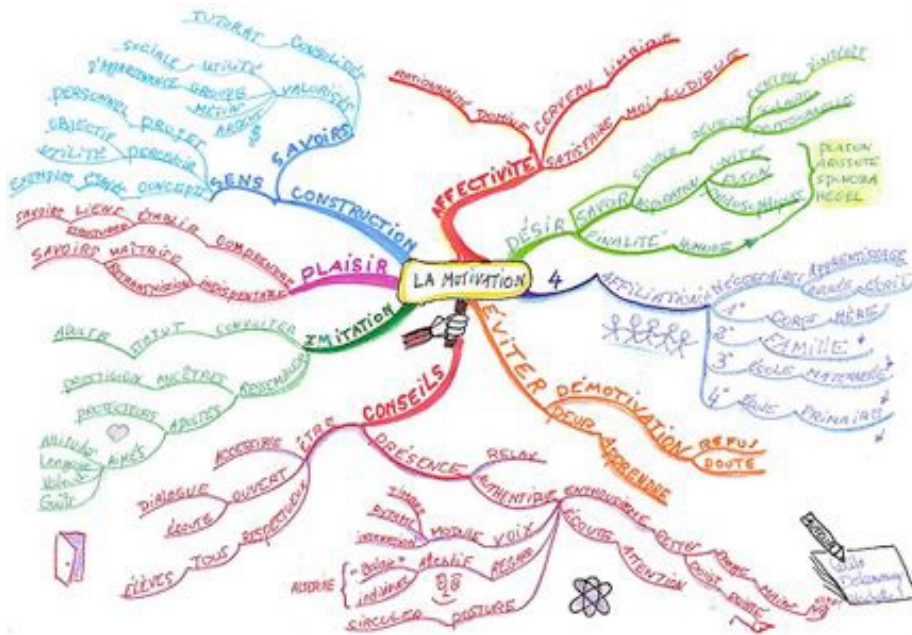
Why make lists ?

- 1° Lists help lower your anxiety
- 2° Lists help you focus
- 3° Lists help you gain self-esteem
- 4° Lists help you organize your thoughts
- 5° Lists help you gain perspective



Use a mind map

It can be done in the form of a drawing :



Or with the help of a software (for example Free mind) :



Break..



2. Learn how to prioritize with the Eisenhower Matrix



« What is important is seldom urgent, and what is urgent is seldom important. »

Dwight David Eisenhower

The Eisenhower Matrix

B. NOT URGENT / IMPORTANT To be scheduled and completed	A. URGENT / IMPORTANT To do as a priority
D. NOT URGENT / NOT IMPORTANT To be placed somewhere else in the matrix or eliminated all together	C. URGENT / NOT IMPORTANT Requalify or renegotiate

3. Learning how to better plan my tasks: “Let’s work on your schedule!”

- > Chose the right organizer for you
- > Make the difference between urgent and important
- > Group one category of activities on one time slot
- > Plan your meetings according to your own rhythm
- > Self-evaluate

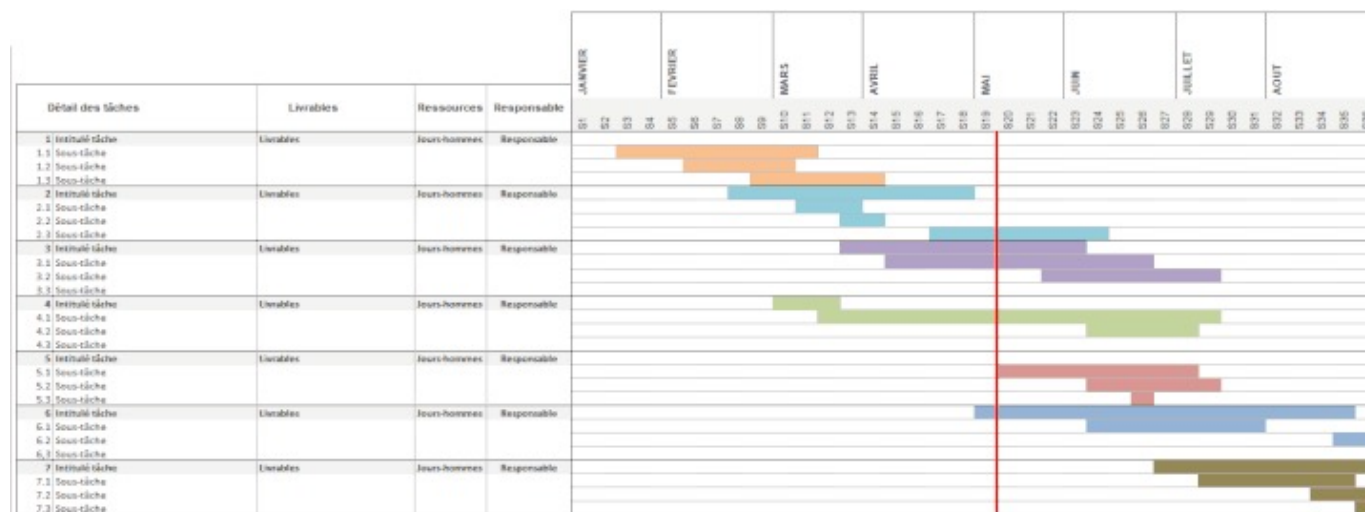


3. Learning how to better plan my tasks : the Gantt chart

The Gantt chart is a tool used in project management which helps you visualize, in time, all of your tasks. It has 2 objectives : optimal planning and communication about this planning and the choices that come from it.

This chart helps you to:

- > set deadlines;
- > identify whether or not there is room for flexibility;
- > Visualize whether you are ahead or behind schedule.



Celebrate

Just like failures, successes deserve some kind of attention in your professional life. Celebrating them will promote motivation and continued improvement.

When we choose to climb a peak, we stop from time to time to see how far we have come, how high we have reached. This helps us go further, and stops us from going back. If things are difficult, this will help you keep going.

There is no success more valuable than another. Some successes have demanded more or less effort, but they are still victories, which deserve to be celebrated.



Evaluation

« I bring in my suitcase »

what I have liked, what I thought was interesting, what I wish to reuse in t



« I put in the washing machine »

things that made me wonder, on which I need to think more...

« I throw in the bin »

things I don't want to keep, what I have disliked ...

Thank you !

« Blessed is she who can take her
time to go faster »

Inuit proverb

