

**Reed-Robbins
Performance
Solutions**



The Secrets of
Mastering TIME

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www.reedrobbins.co.uk

The Secrets of Mastering Time



“The key is not to prioritise what’s on your schedule, but to schedule your priorities.” – Stephen R. Covey. The 7 Habits of Highly Effective People.

What’s the course about?

Today, more about more people consider themselves to be doing several people’s jobs at work and feel constantly under pressure to get more tasks completed whether or not that means their day begins to expand into the late evening and early mornings.

Rather than teach you how to manage your time more effectively, this course is about managing yourself more effectively so that you can get done what you really need to get done and find ways to be more productive in the time you have. By the end of the course, you will feel like you have mastered TIME itself.

You will learn how to establish your outcomes for the day, beginning with the end in mind.

Your To-Do list will become a “Got it DONE” list and you’ll learn the best way to write a schedule that works best with the natural modules in your brain.

You will establish priorities using a tried and tested system and help others to fit their tasks for you into that system.

You will analyse where your time goes and reduce the effect of time wasters.

You’ll learn how to delegate even when you don't think there’s anyone to delegate to.

You’ll understand what makes people procrastinate and how to overcome this instantly.

You’ll understand the psychological tools to help you be a peak performer and achieve your outcomes effortlessly, wherever you are.

By the end of the course, you will have a brand new approach to your day, feeling confident that you can be more effective with less effort.

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1-Day Course Outline

What you will gain:

This course is designed to give you a deep understanding of your current approach to time and how to change it to become a peak performer.

You will learn how to set your objectives and outcomes for the day in a way that works with the natural goal-achieving system in your mind, so that achievement becomes effortless.

You will learn to prioritise your time effectively, helping others to fit their tasks for you into that same system.

You will understand what causes procrastination and overcome it rapidly so that you be productive throughout the time you have available.

Pre-requisites? None

Checklist:

- Suitable for: ALL
- Bespoke Available: YES

Understanding Your Challenges to Resolve Today:

- First exercise to demonstrate your current approach to time, your current challenges and your outcomes for the day.
- Our psychological understanding of time, how that affects our behaviour and how to manage it effectively.

Effortless Achievement

- Setting your outcomes for the day/week/year.
- How to set your outcomes so that you achieve them unconsciously, overcoming any challenges in the way.
- Utilizing your unconscious processing power to achieve goals 24 x7
- Being proactive and resilient at work.

Overcoming Procrastination:

- The causes of procrastination and recognising when you're doing it.
- Making procrastination a thing of the past, immediately!
- Getting motivated and finding the energy to get things done.

Peak Performance Practices:

- Prioritising your tasks and outcomes based on your outcomes, your values and avoiding stress.
- Delegating and allocating tasks
- Powerful meeting strategy, effective phone calls and email systems.
- Saying NO and creating boundaries with assertiveness.



Getting in touch...



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- Performance Psychology
- Influence and Persuasion
- Communication Skills
- Presenting Skills
- Coaching for Managers
- Cultural Change Programmes
- NLP Practitioner
- NLP Master Practitioner
- Leadership Programmes
- Management Programmes