

# time management & mindfulness

SKILLSHOT™ clinics

Do you ever feel you don't have enough hours in the day to finish what you need to do, while others accomplish their goals on time?

Are you constantly rushing from task to task without making significant progress?

**"How we spend our days is, of course, how we spend our lives."** Annie Dillard

People often say: "you can't manage time". Time is time; it passes. We can't stop the clock. So what can we manage? We can manage how we spend our time, our priorities and schedules. But just as importantly we can manage our thoughts, our attention, our focus and our energy. By learning to do all these things, we maximise the use of the time we have and ultimately become far more productive and content.

## In 2.5 hours you will

- Find out what you **really** spend your time on
- Understand the difference between **important** and **urgent**
- Learn how to **prioritise** effectively
- Learn how to deal with **distractions** and **interruptions**
- Learn how to **save time** by **proactively keeping others informed**
- Learn how to manage your **energy** and **focus**
- Learn how to practise **mindfulness** techniques
- Learn how to control the impact of **stress** on your productivity



## SKILLSHOT™ approach

Our skillshot™ clinics are intensive, high energy, interactive, short-duration workshops.

We balance theory, to provide context, with practical application to promote impact.

You will be involved in a variety of work-related practical exercises, activities and role-plays, designed to build knowledge of the relevant principles and improve self-awareness.

Feedback will be given on your performance during each of the activities, focusing on both your strengths and improvement needs.

At the end of each clinic you will be asked to identify and commit to specific actions to apply in the work place.

## Other SKILLSHOT™ clinics

### Managing change

Understanding change, our natural reaction to it, and how to control our, and others', progress along the change curve

### Assertiveness & conflict resolution

Learning how to control our behaviour in the face of adversity, enhance our assertiveness and turn disagreement into resolution

### Influencing upwards

Developing the ability to influence those more senior than ourselves with conviction, impact and clarity

### Meeting facilitation skills

Maximising the effectiveness, efficiency and output of meetings

### Communicating with impact & gravitas

Using The Pyramid Principle to communicate with clarity, authority and impact

## What next?

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