



## ***Better Time Management: Three steps to success***

***The XEER Time Effectiveness Framework™***

### **The Current Situation in Further Education**

As time pressures increase, we are all expected to 'do more with less', and that often means increased responsibilities and greater work complexities. Most of the time, this increased workload needs to be fitted into the same amount of time. How do successful people do it?

The XEER Time Effectiveness Framework™ workshop series enables you to achieve more while delivering greater impact in your work— all with less stress. It is customised to address the key issues facing staff and students in FE and HE today.

### **Why the XEER Time Effectiveness Framework™ works: Supporting you in your journey**



Typically, short, 'fix-it' type workshops don't work. Yes, you may learn a few new tricks, but these often get lost in the rush when you return to work. Our approach is different. Here's how:

- 1 You will learn to use the time management tools which are right for you, then make a customised Action Plan.
- 2 Using Action Learning, we support you in implementing your plan over time through reflection and feedback.
- 3 Together we discuss how your plan is working.
- 4 Together we discover the next steps you want to take.

### **Three steps to success**

#### ***First: Yourself***

- Understand the reasons for your own style of work
- Identify the behaviours that are holding you back
- Learn top strategies to handle procrastination
- Manage interruptions effectively
- Get rid of self-sabotaging behaviours forever



#### ***Second: Your workspace and workload***

- Administer your physical space effectively
- Design, update and simplify all your work processes
- Gain control over your workload
- Embed the necessary skills to remain organised

### *Third: Your time*

- Set priorities and meet deadlines effectively
- Identify and eliminate 'Time Robbers'
- Clarify your goals
- Proactively schedule daily and weekly tasks
- Implement a framework to complete your projects stress-free
- Learn powerful tools to stay motivated and successful

**The XEER Time Effectiveness Framework™ includes Action Learning follow up with facilitator.** Customised support ensures you can achieve your goals!

Your personal insight will grow and enable you to gain the practical skills to make the Time Effectiveness Framework work for you.

You will be able to effectively apply our proven techniques and tools so that you can make better choices every day about where and how to invest your time.

## **How the course is structured and delivered**

The workshop can be delivered for single individuals, small groups or up to 15 people.

- **Why Time Management?**
- **Exploration of the issues involved**
- **Consideration of projects and time-lined activities**
- **Personal reflection exercises**
- **Developing a personal set of action points**
- **Putting into practice the use of proven time management tools**
- **Group activities around organisation and personal styles**
- **Assessment and evaluation of data from delegates**
- **Collation & preparation of results**
- **Presentation of the results and recommendations to the SMT**

This workshop is delivered over the course of a half day, and then followed up by use of later Action Learning sessions with feedback for the group or individuals. The follow-up sessions use either web base video conferencing (which can be done individually, for ease of timetable scheduling), face to face with a group, or via email. This feedback comes through sharing reflective writing and discussion / feedback from the facilitator, plus discussions such as 'Which tools are you focusing on using, and why? What have the results been? What more would like to see happen?'

Time management, like coaching, is a process to be learned, and engages delegates in using a set of tools with increasing expertise. The more sessions and the greater reinforcement, the better the measurable improvements.

Additional support can be arranged for individual delegates using individual coaching via face to face or web conferencing.

About the facilitator: Dr Margie Louws, PhD, MLIS, MA, BA, holds a PhD in Informatics, a Masters degree in Pedagogy and a further masters degree in Information Science. She is a Director of XEER and has designed and delivered courses across a range of subjects. She currently delivers courses on time management to post graduate students at the University of Warwick (a Russell Group University).

Dr Louws specialises in developing workshops and courses which support delegates and learners over a period of time, using the supportive philosophy of Action Learning which is regarded as the most effective way to teach adults, and the method which produces the greatest shift in behavioral change.

Dr Louws can be reached directly at [margie@xeer.co.uk](mailto:margie@xeer.co.uk).

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